RG104 Entry 235

Volume 494

Decedmber 1, 1937 – August 23, 1938

Letters Sent to

Philadelphia Mint

Press copies of letters and telegrams sent from U.S. Mint headquarters to various official and individual recipients.

Text quality ranges from good to extremely faint. Tight binding also limits visability of the left side of some documents. Pages were scanned using a white back-up sheet to improve legibility.

RG104 E-235 Vol 494

RG 104 RECORDS OF THE BUREAU OF THE MINT

Records of the Bureau of the Mint
Correspondence

LETTERS SENT, 1873-1917

Vol. 494 of 600

NC-152, Entry 235

delphia

Dec 2-37

December 1, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your reference of November 26th, transmitting a Protest and Petition received by you from the Bible Fellowship of Citizens, relative to silver dollars.

A similar letter was received by this Bureau and for your information I am inclosing a copy of the reply which I forwarded to this organization.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

December 2, 1937.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Assay Office, New York, New York.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.

Dear Sirs:

Herewith please find a copy of Procurement Division letter dated November 30, 1937, together with a sheet of instructions and copies of report forms, for your information and guidance, relative to the President's desire that purchases be made now, of commodities required during the remainder of this fiscal year.

As indicated in the enclosures, such purchases must be kept within amounts available, that is, amounts alloted for your use as per Mint Bureau communications, consideration being first given to requirements for salaries and wages.

It will be necessary to set up an additional classification record as this one differs from the one now maintained. Your reports should be forwarded to the Mint Bureau by the second of each month if possible, and in any event not later than the fifth, in order that time will be available for Mint Bureau and, later, Departmental, compilation for submission to the Procurement Division by the fifteenth.

It will not be necessary for you to make the requested immediate estimate for the months of December, January, and February, which will be submitted by the Bureau.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

December 3, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Beginning December 1, 1937, and continuing until you receive further directions, all obligations for supplies, materials, electric service, etc., which have heretofore been obligated against and paid from the appropriation Salaries and Expenses, Mints and Assay Offices, will be obligated against and paid from the appropriation Expenses, Silver Purchase and Gold Reserve Acts.

A sufficient number of employees should be transferred from the appropriation Salaries and Expenses, Mints and Assay Offices, to the appropriation Expenses, Silver Purchase and Gold Reserve Acts, effective December 1, 1937, to effect a reduction of approximately $8,000 per month on the regular roll. The remainder of the personnel which is now being charged to the appropriation Salaries and Expenses, Mints and Assay Offices, will continue to be so charged.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

December 3, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to the Ellsworth medal, which you are now preparing to be struck in gold. Mr. Ellsworth, through his representative, has requested that a bronze copy of the full-size medal and bar be prepared for him after the completion of the gold medal. His agent has been advised that the cost of striking this bronze medal, with bar, will be $6.00.

In addition to the bronze copy of the full-size medal, you are requested to prepare a reduction of the design in order to produce a bronze medal and bar one-half the size of the original gold medal. Mr. Ellsworth's agent has been advised that the cost of preparing this reduced die will be $80.00 and that the cost of striking this bronze medal in half-size from such die will be $6.00.

It is, of course, not expected that this miniature will be ready until after the preparation of the gold medal.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

/

December 3, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Assay Office at New York is in position at this time to conveniently handle the unrefined gold now on hand at your office awaiting shipment to New York. Will you please prepare this unrefined gold for shipment as soon as possible. Funds will be advanced to you to cover the cost.

This shipment is being proposed at this time for two reasons:

1. That the bullion is occupying space needed by you, and

2. That the work of the Assay Office at New York is in condition to permit the handling of this material as soon as you ship it.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

December 3, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will confirm telephone communication of this morning, in regard to the cost of preparing the Ellsworth medal.

For preparing the die	$ 112.00
Die for bar	20.00
Bar inscription	10.00
Gold required	175.00
Labor	15.00
Ribbon	26.00
Case	10.00
Total	$ 368.00
The sculptress is to be paid	300.00
Total	$ 668.00

The total appropriation for this medal is $700.00. It will, therefore, be seen that there is only a slight margin and it is hoped that no unforeseen incidental expenses will develop.

Please advise the Bureau if this is in accordance with your unierstanding as to the cost of this medal.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

December 3, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 2nd, you are authorized to accept the proposal of M. Segal and Sons to supply your Mint with 50 dozen pairs of reversible, heavy leather mittens for the use of the men at the rolling mills, at the rate of $8.23 per dozen pairs, net.

It is understood that this is the highest of three bids received and that you recommend the acceptance of this highest bid for the following reasons:

A sample pair of gloves was requested from each bidder with the notation that quality was to be a deciding factor in making the award. You state that the test revealed the Segal mitt to be the superior of the three types submitted, that it is more roomy than the others, is more compactly made and finished, and is more adaptable to your purposes. You further state that the Evans glove, upon which a lower bid was received, is equipped with extra patches which become loose from the gloves after they are used, that the wrist band is tighter and both these features lend themselves more likely to possible accidents than the Segal mitt, which is plainer and looser at the wrist. It is understood that the Industrial mitt, while in the correct size, is found to be small and tight with inadequate wrist protection, and that it also has the undesirable feature of retaining heat.

For these reasons and due to the fact that there is such a small difference in the price, you have been authorized to accept the higher bid, this being in the interest of the Government.

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These gloves are used by your workmen in handling precious metals and it is understood that when they become too much worn for further use, they are burned to recover whatever metals may be adhering to them.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

O'R/eh

December 4, 1937.

Contingent Expenses, Office of the Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Please send to San Francisco at once twelve small and twelve large one cent coin collars.

M.M.O'Reilly,
Acting Director of the Mint.

O'R

RG104 E-235 Vol 494

December 4, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Returned herewith please find the copy of bill of W. M. Hollenback for $7.83, extra freight costs on coal supplied to your institution during the month of November. This was received with your letter of December 1.

There are enclosed herewith two copies of Standard Form No. 43, Standard Government Purchase Conditions for Coal.

Unless your agreement covering the November coal deliveries included the conditions covered by circular No. 43, it would appear that the claim of Mr. Hollenback is not one justifying the payment to him of the difference in question.

Very truly yours,

M. M. O'Reilly

Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

December 4, 1937.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana.

Dear Sirs:

Will you please supplement the data supplied in reply to Bureau request of some weeks ago concerning your receipts of new mined domestic bullion for the period January to September, inclusive, by now supplying the same data for the months of October and November.

The information is that for use by the Bureau of Mines and consists of name and address of depositor, date of deposit, mine source, and fine ounces of gold and of silver.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

F:d

P.S. Prompt reply is requested.

RG104 E-235 Vol 494

December 6, 1937.

Superintendent, U. S. Mint, Phila., Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.

Dear Sir:

Enclosed is a copy of a communication from the United States Civil Service Commission regarding a letter it has received from the National Federation of Federal Employees bringing to the attention of the Commission the question of the future assignment of melters and refinery employees of the Mint service to the 62-year retirement age group.

I request that you furnish me a list of the number of employees that would be affected by such a change, a statement of the duties of each of the positions involved, and your view as to the proper retirement age of this class of employees.

In this connection, I call to your attention that the proper retirement age for an employee is determined principally by the kind of work performed by him. Among the notes explaining the Retirement Act, it is stated that assignments to the 62-year retirement group, other than those specifically mentioned in the Act, are based upon the showing that the hazards, great effort, or exposure of the employee in the performance of his duties (1) tend to break down mental or physical powers at an earlier age than do the other occupations, or (2) tend to increase the danger to him or his fellow workers by reason of the slowing of mental and physical faculties which normally accompanies advancing age.

I request that you forward the above information as soon as possible so that a reply may be prepared to be sent to the Civil Service Commission.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M
Enclosure

RG104 E-235 Vol 494

December 6, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to our letter of November 2nd, asking that you assist the Bureau by checking your records of commemorative coins returned to be melted with a table inclosed.

The table is in the process of revision and the Bureau would appreciate your early attention to the matter. Another table is inclosed.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

December 6, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Department is today in receipt of a letter from the State Department, confirming verbal instructions that the recent payment for the shipment of dies made from your Mint for the Chinese Government to the Vienna Mint be paid from the balance of the fund now in your custody to the credit of the Chinese Government. This letter is being written to complete the records.

After making payment for the shipment of these dies what balance will you have on hand to the credit of the Chinese Government?

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

/

RG104 E-235 Vol 494

December 6, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of December 3rd, in regard to our letter of December 1st, addressed to Mr. Robert Edmiston, in which it was stated that we had forwarded him a copy of the pamphlet entitled "The Production of Money".

In response to your request I am inclosing ten copies of this publication.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Inclosures.
/

RG104 E-235 Vol 494

December 6, 1937.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.

Gentlemen:

Please forward at an early date the usual report on form 61-A of bullion receipts during the first eleven months of the calendar year 1937, plus estimates of expected receipts for the month of December, for use by the Bureau in making the usual preliminary estimate of gold and silver production of the United States during the year 1937. The estimates for December can be inserted above the figures for the eleven months, on the same sheet.

Yours truly,

Nellie Tayloe Ross

Director of the Mint.

F-S

RG104 E-235 Vol 494

December 7, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Please forward to the Mints at San Francisco and Denver 1938 dies for all denominations of current coin except the standard silver dollar.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

December 9, 1937.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Civil Service Commission has approved the retirement on account of disability of Ethel L. Emig, Selector, employed in your institution. The date of approval is December 7, 1937.

Will you please forward a recommendation for her removal from the service effective the above date or any date thereafter.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

R:M

RG104 E-235 Vol 494

December 8, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement for the following items purchased for your institution through the Procurement Division:

Item	Quantity	Description	Charges	Warrant No.	Order No.
27-C-310	500 yd.	Cheesecloth, type 11, bleached, 36" wide	$ 18.00	2298P	316
52-P-19355	100 lb.	Pigments, in oil, white lead, 50-lb. container	10.00	"	"
52-T-530	10 gal.	Thinner, lacquer, clear, 5-gal. can	6.90	"	"
52-G-870	36 can	Glue, liquid, ordinary, 1-pt. cans	8.28	"	"
34-S-490	36 ea.	Skins, Chamois, 22 x 34"	55.08	"	"
38-M-150	12	Mops, cotton, floor, oil treated, with handle	3.12	"	"
53-I-1724	6 bot.	Ink, drawing, waterproof, black, 3/4 oz. bot.	.66	1917P	7
52-V-310	10 gal.	Varnish, black asphalt, grade A, in 1-gal. cans	5.30	1738P	135
27-T-3765	1,000 yds.	Toweling, cotton huck, heavy, 18"	97.00	1829P	203
31-S-1575	1,000 cks.	Soap, grit, hand, 4½ oz. cakes	26.00	"	203
			230.34		

The above amounts are chargeable to the Salaries and Expenses, Mints and Assay Offices, 1938, appropriation.

Notice of settlement for electricity consumed at your institution, chargeable to the Salaries and Expenses, Mints and Assay Offices, 1938, appropriation, has been received as follows:

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Period	No.	Pres.	Prev.	Const.	KWH		Amt.
8/31 - 9/30	518 MC 1	1578	0751	100	82700		
	515 MC 208	1848	1712	100	13600	96300	$1,503.31
Limits 560 KW/842 KVA							
Reg. Demand 592.0 K.W.			Warrant No. 1738P				
Power Factor 99.9%							
Electric Rate P.D.							
9/30-10/30	518 MC 1	2956	1578	100	137800		
	515 MC 208	2113	1848	100	26500	164300	2,050.98
Limits 560 KW/840 KVA							
Reg. Demand 700.0 KW							$ 3,554.29
Power Factor 99.9%			Warrant No. 2215 P				
Electric Rate P.D.							

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in our letter of October 29, 1937.

Very truly yours,

Director of the Mint.

D P F

RG104 E-235 Vol 494

O'R/eh

December 10, 1937.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Supt., US Assay Office, New York, N.Y.,
Supt., US Mint, Phila., Pa.,
Supt., US Mint, Denver, Colo.,
Supt., US Mint, San Francisco, Calif.,
Assayer in Charge, US Assay Office, Seattle, Wash.
Assayer in Charge, US Mint, New Orleans, La.,
Chief Clerk in Charge, US Depository, Ft. Knox, Ky.

Preparing to revise and bring up to date Regulations for the Transaction of Business at the Mints and Assay Offices of the United States STOP Last edition January 1, 1918 STOP Please undertake immediately to formulate suggestions for the revision of the Regulations.

Nellie Tayloe Ross,
Director of the Mint.

O'R/eh

December 10, 1937.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Confirming telephone communication authorized to accept proposal of Riverside to supply 100 thousand pounds bronze blanks for coinage at 40 cents per pound 30 day option for additional 100 thousand pounds lowest of two bids received three invited.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

December 10, 1937.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.

Dear Sirs:

In line with the President's program for making immediate purchase of such supplies as will be needed during the current fiscal year, it is requested that you proceed to replenish your stocks of minor coinage metal to the extent that funds are available and your storage facilities adequate.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

December 11, 1937.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Enclosed is a form 2390, "Fingerprint Chart", to be filled out by Mr. John J. McGurr and returned for transmission to the Civil Service Commission for use in connection with your recommendation for his reinstatement.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosure

December 13, 1937.

Superintendent, United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated December 10, 1937, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

M. M. O'Reilly

Director of the Mint.

✓
F-S
Encl.

RG104 E-235 Vol 494

December 14, 1937.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington.
Chief Clerk in Charge, United States Bullion Depository, Fort Knox, Ky.

Dear Sirs:

Will you please forward promptly to the Bureau information pertaining to the fiscal year ended June 30, 1937, called for by Section 5 of the Act of June 30, 1906, quoted below:

> "Sec. 5. Hereafter the Secretary of the Treasury shall require, and it shall be the duty of the head of each Executive Department or other Government establishment to furnish him, within thirty days after the close of each fiscal year, a statement of all money arising from proceeds of public property of any kind or from any source other than the postal service, received by said head of Department or other Government establishment during the previous fiscal year for or on account of the public service, or in any other manner in the discharge of his official duties other than as salary or compensation, which was not paid into the General Treasury of the United States, together with a detailed account of all payments, if any, made from such funds during such year. All such statements, together with a similar statement applying to the Treasury Department, shall be transmitted by the Secretary of the Treasury to Congress at the beginning of each regular session."

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

December 15, 1937.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Will you please advise me whether or not the bonds for the following-named employees are at present fixed at the correct amount in view of recent changes in their status:

Burke, John F., Designation changed from Guard to Helper on April 16, 1936
Hirst, Edward M. S., Designation changed from Roller to Prover on July 9, 1936

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

December 15, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

October Voucher No. 3-13413, Theo. C. Ulmer, Inc. Quotation and order for std. mch. screw tops, ½", 3 to set, calls for 6 sets, while the dealers bill indicates 4 sets, but the charge is computed as for 6 sets, at $1.32, $7.92. If 6 sets were delivered please forward a signed statement to that effect, for attaching to the voucher; otherwise a refund should be made.

Voucher No. 3-13399, The J.E.Fricke Co. The item of twine is regularly supplied as stationery, without charge to our appropriations. Information is requested as to reason for this purchase.

Voucher No. 3-15561, Chas. Glass & Son for flashlight batteries. These batteries apparently were ordered (Oct. 9th) from an expired general schedule instead of from the schedule dated August 31, then current. The later contractor was General Dry Batteries, Inc., and price 3¢, discount 2% 20 days, as compared with the billed cost of $0.0349 each, discount 2% 10 days.

Voucher No. 3-13390 - The Philadelphia Gas Works Co. Please explain the 40,600 cubic ft. additional on assay room meter No. 539639, without any explanatory data.

Voucher No. 3-15562 - Noland Co., Inc. Please forward the cancelled stamps for parcel postage paid, 7¢, to accompany voucher.

Emergency payroll October 1-15, 1937, no indication appears in "remarks" column opposite names of John J. Cleary and Gilroy Roberts as to date of approval of appointment, oath and entering on duty, etc.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

December 15, 1937.

Mr. Edwin Dressel,
United States Mint,
Philadelphia, Pa.

Dear Mr. Dressel:

I regret to inform you that the policy of economy which has been instituted in the government, demands curtailment of Mint expenses to a degree that makes it impossible to supply funds such as you request in your letter of October 14, for .45 caliber and .22 caliber ammunition, for use in training the guard force.

The only ordnance that can be purchased for our Mint institutions at present is such as is absolutely necessary for protection.

Yours very truly,

Nellie Taylor Ross

NELLIE TAYLOE ROSS
Director of the Mint.

R:W

RG104 E-235 Vol 494

December 16, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find communication of the Navy Department with accompanying papers pertaining to an inquiry of the General Accounting Office.

With the return of all enclosures will you please advise concerning the character of the shipment in question with justification for placing a valuation on this shipment which resulted in an extra charge for surplus value, evidently construed by the General Accounting Office to be in the nature of insurance.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

Enclosures.

December 17, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 16th, you are authorized to purchase two semi-steel retorts for use in your #17 heating machines, from the American Gas Furnace Company, at a cost of $240.00 each less 1% ten days.

It is understood that the above bid was the only one received of three solicited and conforms to specifications.

Very truly yours,

Director of the Mint.

December 17, 1937.

Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Chief Clerk in Charge, U. S. Depository, Ft. Knox, Ky.

Dear Sir:

The Department has issued the inclosed circulars pertaining to fire hazards and the prevention and protection of life and property in connection therewith.

The instructions were not compiled for the field and pertained to the Department. However, they contained so many useful suggestions that it seems appropriate to have many of these instructions carried out in your institution to the extent you deem appropriate. It is not expected that you will make any report to Washington in regard to this matter.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Inclosures.
/

December 18, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will be authority for you to accept the proposal of the Charles Taylor Sons Company to supply your Mint with 600 pounds of cement , at the rate of $0.0825 per pound, net, to be used for patching electric furnaces.

It is understood that of the three bids received one is lower than that of the Charles Taylor Sons Company and that you recommend the acceptance of this cement because tests to which you have submitted the samples have shown that the cement supplied by the Charles Taylor Sons Company is best suited for your purpose.

It is further understood that the difference in price compared to that of the lowest bidder is very negligible.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

December 18, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Treasury has on hand about 100 pounds of the copper discs that were used at the Sesquicentennial Exposition to illustrate the use of a press. You are, no doubt, aware of the content of these discs.

Will you please advise the Bureau whether or not this metal can be used by you. If so, it will be shipped on Government bill of lading shortly after the Christmas holidays.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

December 18, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to the preparation of the Assay Commission medal. It is understood that Mr. Sinnock is undertaking to prepare another plaster model of the portrait of Secretary Morgenthau. If a model can be furnished, and if we are successful in obtaining the approval of the Secretary for the use of such a model, it will be used on the Assay Commission medal. Of course, it will be necessary to make allowance for time in case we are not allowed to use this model and must substitute another. It is my opinion that the portrait of Benjamin Franklin might be used on the medal instead.

I prefer, however, that we make every effort to develop the model for the Secretary's medal to his satisfaction.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

December 20, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In reply to your letter of December 10, 1937, please be advised that the title of the appropriation covering cost of medal for Lincoln Ellsworth is "Medal for Lincoln Ellsworth", Symbol No. 2X589.

Herewith please find copy of a letter of December 3, 1937, addressed to the designer, Miss Enid Bell, for use as a supporting subvoucher to the voucher for payment for the design.

Funds have been advanced to the Philadelphia Disbursing Office for paying these expenses, as well as a similar amount of $700 for expenses of another medal, awarded to George M. Cohan, the appropriation title being "Medal for George M. Cohan," Symbol No. 2X588.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

Enclosure.

December 21, 1937.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

I am enclosing a request from the Civil Service Commission for the amount of salary paid to Mr. William Barrett who was employed in the Mint from August 10, 1928 to September 4, 1928, as a guard. Please fill out the enclosed forms and return them for my signature.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Enclosures

R:M

December 21, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will confirm telephone communication of this morning, requesting that you forward to San Francisco as soon as possible twenty pairs of 1938 one-cent dies.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

December 21, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Have you any record of a medal issued to a Captain Bache and his crew for rescue, in 1846, of the brig "Washington" off the coast of North Carolina?

Please forward this information to the Bureau at your very early convenience.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

December 22, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 20th, you are authorized to purchase from Nathan Trotter & Company, 17,000 pounds of zinc at $0.0688 per pound and 4,200 pounds of tin at $0.455 per pound, net, both for use in minor coinage metals.

It is understood that the above bid was the lower of two received of three invited.

Very truly yours,

M. M. O'Reilly

Actg. Director of the Mint.

December 22, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 20th, you are authorized to purchase from the Wick Narrow Fabric Company, 300 yards of Navy Expeditionary Medal ribbon at $0.75 per yard, less 6% 10 days.

It is understood that the above bid was the lowest received of three asked.

It is further understood that a sample of the ribbon in question is being submitted by you for approval of the Bureau of Navigation before proceeding with the manufacture of the ribbon.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 494

December 22, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 21st, you are authorized to purchase from the American Smelting and Refining Company, 30,000 pounds of copper, electrolytic cathode, at $0.104 per pound, net.

It is understood that the above bid was the only one received of four solicited.

Very truly yours,

N. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 494

December 23, 1937

Salaries & Expenses Mints & Assay Offices
1938

Superintendent, United States Mint, Philadelphia, Pa.
Superintendent, United States Mint, Denver, Colo.
Superintendent, United States Mint, San Francisco, Cal.
Assayer in Charge, United States Mint, New Orleans, La.
Assayer in Charge, United States Assay Office, Seattle, Wash.
Superintendent, United States Assay Office, New York, N. Y.
Chief Clerk in Charge, United States Bullion Depository, Fort Knox, Ky.

Please convey to your personnel appreciation of the Bureau of fine accomplishments, and hearty good wishes for Christmas joy.

NELLIE TAYLOE ROSS N.T.R.
Director of the Mint.

C°R/ah

December 23, 1937.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Please ship San Francisco 20 pairs 1938 one cent dies soon as possible in addition to 10 pairs already shipped.

Nellie Tayloe Ross, N.T.R.
Director of the Mint.

December 23, 1937.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

The enclosed is self-explanatory. Regardless of whether Mr. Ferraro can recover compensation, he is entitled to make application for it. Will you, therefore, not assist him in the matter by supplying him with the application forms and conveying them to this Bureau when he has filled them out.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

December 23, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to Bureau letter of last July allocating for your use funds available for meeting expenses during the first half of the current fiscal year. The 10% reserves set up at that time have been released for use as a result of the large demand for coin. However, since it has been necessary to operate the coining department of the Philadelphia Mint for many weeks on a 24-hour per day basis, our appropriations have been disproportionately depleted during the first half of the year. In view of this, there is allocated for your use during the last half of the fiscal year a total of $428,000, of which $236,000 is under the appropriation Salaries and Expenses, Mints and Assay Offices, and $192,000 under the appropriation Expenses, Silver Purchase and Gold Reserve Acts.

As heretofore, you should take steps to insure that the amounts allotted are equitably allocated over the several remaining months and that obligations are not created in excess thereof.

It may be possible to increase the above indicated allotments by a portion of any reimbursements that materialize for work performed for others, although there is no assurance at present that this will be possible.

The Bureau is planning to request a deficiency appropriation for assisting in meeting needs during the remainder of this fiscal year, but there is reason for great doubt that the funds will be granted.

Our estimated needs for the fiscal year beginning July 1, 1938 have been much reduced by budget authority to a total that is materially less than is available for the current year, when consideration is given to the costs of occupying the Silver Bullion Depository being constructed at West Point. There also is probability of further cuts by the Congress before the appropriations are finally enacted.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F.d.

RG104 E-235 Vol 494

December 27, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 22nd, you are authorized to purchase from the Niagara Falls Smelting and Refining Corporation, 5,000 pounds Phosphor-copper, shotted, at $0.14 per pound, ½ of 1% 10 days. It is understood that the material is for use in your minor coinage metals.

It is further understood that the above bid was the lowest of three solicited, two received.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

December 27, 1937.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

In reply to your letter of December 23, 1937, you are advised that on December 15, 1937, the sum of $15,000.00, Transportation of Bullion and Coin, Mints and Assay Offices, 1938, was transerred to the checking credit of the Philadelphia regional office for your use.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

P F

RG104 E-235 Vol 494

December 27, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of December 23rd, in regard to the purchase, from the American Smelting and Refining Company, of 30,000 pounds of copper, electrolytic cathode, at $0.104, and our letter of December 22nd, authorizing the acceptance of that bid.

It is understood that bids were opened at 10 a. m. December 21, 1937. You state that at 2:45 p. m. you received a bid from the Nichols Copper Company which was slightly lower than the bid of the American Smelting and Refining Company. You ask whether the purchase should be made from the Nichols Copper Company at the price of $0.1021 per pound.

It is presumed that the proposals were opened at the prescribed hour of 10 a. m. The bidders chose their own method of forwarding and took the risk of arrival by the time named in the invitation to bid. The Nichols Copper Company, it would thus appear, have no claim while if the otherwise low bid were not accepted the bidder could enter a claim of discrimination. The award on the basis of the 10 a. m. opening should stand.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

Via Government Facilities

December 28, 1937

Contingent Expenses, Office of the
Director of the Mint, 1938

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.

Understand that Comptroller General's Decision is being prepared under date of December 20, 1937, that per diem employees in Government service cannot be paid for December 24th. Please prepare payrolls accordingly.

N. T. R.

Director of the Mint.

RG104 E-235 Vol 494

December 28, 1937.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

In answer to your letter of December 27th requesting a supply of Veterans Administration Form 3-R-39 - Certificate of Administrative Officer, please be advised that this form is superseded by Civil Service Form 2806, which form is not required to be used by the field institutions.

Yours truly,

Nellie Tayloe Ross

F-S

Director of the Mint.

December 28, 1937.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Dressel:

The enclosed is self-explanatory. Is this man eligible under Civil Service for permanent appointment and do you need him?

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosure

R:M

December 29, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of December 27th, inclosing a letter received by you from the Secretary of the Arkansas Centennial Commission, requesting that dies be prepared for the minting of the following coins:

5,500 Philadelphia Mint
5,500 Denver Mint
5,500 San Francisco Mint.

This letter will be authority for you to proceed with the preparation of the dies. The check for $25.00 inclosed with your letter is to cover the cost of changing the date on these dies to 1938 and is returned.

The Superintendent of the Mint at San Francisco and the Superintendent of the Mint at Denver have been advised that you are preparing dies for the coinage desired by the Arkansas Centennial Commission to be executed at the respective Mints.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

December 29, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of December 28th, you are authorized to purchase 500 lbs. 1½" round tool steel, special for dies for proof coins, from the Jessop Steel Company, at the rate of $0.2369 per pound, less ½ of 1% 10 days.

You are also authorized to purchase 3,000 lbs. 1½" round tool steel, high grade for regular coinage dies, from The Midvale Company, at the rate of $0.2369 per pound, less ½ of 1% 10 days.

It is understood that both of the above discounts apply to the Basing Point Values of $0.2350 per pound.

It is further understood that the above two bids were two of six equal bids received of six solicited and that time of delivery was made a factor in making awards and was so stated in the proposals. Your reason for recommending acceptance of the Midvale Company's bid is based, you state, on the prompt delivery they can make, and the most satisfactory results obtained in the past over a period of several years, which has proven their material to be the best for your type of work.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

December 30, 1937.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will confirm telephone communication of this morning requesting that you forward to the Mint at Denver ten obverse one-cent dies.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

December 30, 1937.

Edwin H. Dressel, Superintendent,
United States Mint,
Philadelphia, Pa.,

Dear Sir:

Enclosed is copy of General Accounting Office notice of exception regarding your voucher number 3-22725 for the period of January 1937, in reference to per diem allowance for travel performed by you January 15, 1937. Please forward the amount of the exception, $2.50, to the Bureau, with copy of exception, so reimbursement can be made to the appropriation.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

P:a F

RG104 E-235 Vol 494

December 31, 1937.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.

Dear Sir:

Reference is made to our telegram of December 10th relative to revising and bringing up to date the Regulations for the Transaction of the Business at the Mints and Assay Offices of the United States. No reply appears to have been received from your office. If you have made a report and it has been lost in the mail will you be kind enough to send a copy.

It is realized that you have been extremely busy and probably have not had time to confer with your heads of departments on this subject. Immediately after the opening of the new year will you please give attention to this project and send to the Bureau every suggestion that would, in your estimation, improve the regulations. I would appreciate it if you would undertake to pass upon the present regulations page by page. May I suggest that you obtain the benefit of the advice of the heads of your departments.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

RG104 E-235 Vol 494

January 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Your letter of December 31st, requesting to be supplied with platinum wire, has been approved and forwarded to the United States Assay Office at New York in compliance with your request.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

RG104 E-235 Vol 494

January 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement for the following items purchased for your institution through the Procurement Division:

Item	Quantity	Description	Charges	Warrant No.	Order No.
Class 200 54-C-7500	6 doz.	Cases, filing, transfer, cardboard; collapsable, vertical type 9-1/4 x 11-½ inches, 2½ inches wide	$ 21.01	2565P	8
51-S-1885	1,000 cakes	Soap, white, floating, 6 oz. cakes	27.00	2479P	241
Class 200 33-P-2263	45 lbs.	Packing, sheet rubber, red, 1/8" thick, 36" wide, packing as per sample submitted.	11.59	2649P	135

The above amounts are chargeable to the Salaries and Expenses, Mints and Assay Offices, 1938, appropriation.

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in our letter of October 29, 1937.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

D P F

RG104 E-235 Vol 494

January 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Enclosed are copies of statements received from the United States Mint at San Francisco relative to dies condemned and defaced in 1937, dies reserved for 1938, and the life of dies for the calendar year 1937, at that institution.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

January 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to our letter of December 29th, requesting you to prepare the dies for the coinage of 5,500 Arkansas Centennial commemorative coins at each of the Mints. The letter authorized you to proceed with the preparation of the dies bearing 1938 date.

It is, of course, understood by you that upon completion of the dies you are to execute your portion of this order, namely 5,500 pieces.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

January 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In connection with the anticipated shipment to the New York Assay Office of the unparted bullion on hand at the Philadelphia Mint, I am requesting other Government agencies to detail three employees to represent me. These duties are to be performed in conformity with joint seal directions of April, 1937, and supplemental directions being supplied my representatives. In addition to witnessing the release of the metal from joint seal I am asking the Director's representatives to check the bars against the schedules and to keep the released bullion within their vision until delivered to the carrier. A like procedure will be followed for the bullion not under joint seal that is to be shipped.

Very truly yours,

N. J. R.

Director of the Mint.

F:d

RG104 E-235 Vol 494

January 5, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to the request of the Texas Centennial Commission for the preparation of 5,000 of their coins at each of the Mints early in the year.

Under date of October 21, 1937, you were requested to prepare dies for the 1938 issues. Will you please advise the Bureau by wire the approximate date upon which you expect to be able to deliver the coins. Also advise the Bureau your plans for the issue of other commemorative coins already ordered, namely Arkansas and Oregon Trail.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

January 6, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Confirming telephone communication of this morning, relative to the Assay Commission medal, I am inclosing the sketches forwarded by you on November 1st. Will you please refer these sketches to the Engraver.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Inclosures.

RG104 E-235 Vol 494

Jan. 6, 1938.

Salaries & Expenses Mints & Assay Offices
1938

Mr. Ralph Roland,
United States Mint,
Philadelphia, Pa.

There is no objection to your answering the supoena and presenting facts discussed by telephone this morning.

NELLIE TAYLOE ROSS
Director.

O'R/eh

January 7, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

In view Mr. Talmon's inability to serve as chairman I appoint as substitute Mr. Edward Rahn Office of Collector of Customs and authorize you to change name of Talmon to Rahn in instructions that were sent Mr. Talmon and thereby transfer responsibility of chairman to Mr. Rahn.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

January 7, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Bullion Depository, Ft.Knox,Ky.

Dear Sir:

Enclosed is a copy of Departmental Circular No. 159, dated December 20, 1937, with Form 2473 attached, regarding the requirement of proof of date of birth in probationary appointments beginning January 1, 1938, for your guidance.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

January 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Will you please forward the amount of retirement deductions taken from the salary of John F. Burke, Helper, who died on December 22nd, 1937, for the period July 1 to December 22nd, inclusive.

Will you also please forward the short form payroll in the above case. Mr. H. F. Hauck of the Mitten Bank and Trust Company, who has been appointed administrator of Mr. Burke's estate has submitted an application to us for payment of salary due Mr. Burke at the time of his death. Mr. Hauck has been notified by this office to forward a death certificate and a receipted undertaker's bill to accompany the payroll.

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

January 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

There is being forwarded you today, by registered mail, four fine silver bars weighing 35.35, 35.59, 43.13 and 25.85 troy ounces respectively, a total of 139.92 ounces.

In exchange for this metal please furnish the Bureau the equivalent in the form of 10 ounces proof silver, 40 ounces of 300 milligram discs, and the balance in 200 milligram discs.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Q.

January 10, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, San Francisco, California.
Assayer in Charge, United States Assay Office, Seattle, Washington.

Dear Sirs:

Reference is made to Bureau Circular letter of July 26, 1937, requesting that you report quarterly by letter your gold receipts under the heads:

	Fine ounces
Newly Mined Domestic Bullion	
Domestic Coin	
Foreign Bullion and Foreign Coin	
Secondary or Old Bullion	
Total Gold Receipts.	

Will you please forward at an early date your report for the three months ended December 31, 1937 and take steps to insure that future quarterly reports are forwarded promptly.

Very truly yours,

M. M. O'Reilly,

Director of the Mint.

T:d

January 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Enclosed are copies of reports covering the number of dies received, the number of pieces struck by dies used, unused reverse dies retained, and dies destroyed, during the calendar year 1937 at the United States Mint at Denver, Colorado.

Very truly yours,

M. M. O'Reilly

Director of the Mint.

F:d

Enclosures.

January 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Superintendent of the Mint at Denver is looking for a 10,000 ounce balance which could be forwarded to him to be reconditioned. He states that the present condition of such balance is not important.

Will you please advise the Bureau in this matter?

Very truly yours,

M. M. O'Reilly,

Director of the Mint.

January 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of your letter of January 8th, with reference to the shipment of a plaster cast of the portrait of the Secretary of the Treasury.

It will, obviously, be impossible to complete this medal for the Assay Commission. Therefore, I request that the portrait of Franklin be prepared for that medal. The model of the Secretary will later be presented to him for opinion and criticism.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

January 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of December 27th, requesting authority to purchase 400,000 pounds of electrolytic copper ingots at $0.1026 per pound, net, from the American Smelting and Refining Company. You state that the bid was the only one received of four solicited. Your letter was referred to the Legal Division for consideration in connection with the Walsh-Healy Act. This Bureau is now in receipt of a letter from the Assistant General Counsel, stating that it is in order to accept the bid in this case and authority is, therefore, granted by the Bureau for you to do so. I am inclosing a copy of the letter from the Office of the General Counsel, Treasury Department, for your information.

Please notice that Mr. Ziskind of the Department of Labor stated that in accordance with the practice of his Department in such cases this matter will be referred to one of its inspectors as soon as the usual report of award is received and that the inspector will then conduct an investigation to ascertain whether the material was, in fact, "taken from stock existing in the Baltimore refinery of the bidder before the awarding of the contract."

Attention is also invited to Article 1201 of Regulations approved by the Secretary of Labor under the Walsh-Healy Act as to "Reports of Contracts Awarded."

Very truly yours,

W. M. O'Reilly

Acting Director of the Mint.

Inclosure.
/

January 12, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

November Memorandum of Bullion Received Nos. 2965; 3138; and 3254 are enclosed for correction of the weights. In each case the amount in words disagrees with the amount shown by figures. The assay reports agree in all cases with the weights as stated in numerals.

Please forward the signed bid received from Wm. Edgar for old furniture purchased by him for $1.00, to support the collection voucher.

W. M. Hollenback, Dealer's certification to the effect that the special provisions covered by form 43, Procurement Division, Branch of Supply, were complied with by the contractor furnishing this coal is requested. Voucher No. 3-18185.

Clemeno J. Sylvester, Emergency payroll October 16-31, 1937, Page 3, No. 11. Extra pay of $2.30 credited is for 5/16 of a day at his rate instead of 3/16 as noted on roll; if the amount credited is correct please notify Bureau so the notation of period covered may be corrected.

Very truly yours,

M. M. O'Reilly

Director of the Mint.

F:d

Enclosures.

O'R/eh

January 13, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

6 pads bills of lading numbered 433951 to 433100 sent you by mail December 27th.

M.M.O'Reilly,
Acting Director of the Mint.

O'R/eh

January 13, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Navy Department telephoned today that Expeditionary medal ribbon approved STOP

Letter of confirmation will be forwarded as soon as received by this Bureau.

M.M.O'Reilly,
Acting Director of the Mint.

January 13, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In response to the recommendation contained in your letter of January 12th, you are authorized to purchase from G. C. Fox 10,000 yards of 54-inch muslin, at $0.124 per yard, net, the material to be used in the manufacture of coin bags.

It is understood that the above bid is the lowest of three received of five solicited.

Very truly yours,

W. M. O'Reilly

Acting Director of the Mint.

O'R/eh

January 13, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Enclosed herewith please find voucher for adjustments between appropriations, forwarded with your letter of January 8, 1938.

It is requested that the form be amended as per pencil notations to indicate the decimal sub-symbol of the appropriation to be debited and to indicate that the amounts opposite the items "Upsetting Machines" and "Coining Presses" represent expenses to December 31, 1937. Also please sign the certificates as to appropriations to be credited.

With the return of these enclosures, please supply 8 copies of Form 1081, Schedule of Adjustments.

On receipt of the above-mentioned papers, they will be supported by sub-vouchers and forwarded to the Washington Disbursing Office for payment.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

January 13, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Enclosed is a Notice of Exception from the General Accounting Office regarding a payment made to Edward A. Biggins, Guard, to cover an over-deduction of 5 days and 4 hours, on the July 1-15, 1935, payroll. Please furnish the information requested and return notice of exception to this office.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

Enclosure

MDM

RG104 E-235 Vol 494

January 14, 1938.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated January 13, 1938, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 494

January 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of January 11th, recommending that action be taken to install a satisfactory system of ventilation in the Melting Room and the installation of a new ventilating system in the Annealing Room.

Your letter has been forwarded to the Procurement Division for attention.

Very truly yours,

Ah M. O'Reilly

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

January 15, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing a letter received in this Bureau from Mr. George B. Hogaboom, who asks for information relative to the methods used for coloring medals and similar articles.

Mr. Hogaboom has been advised that his letter has been forwarded to you and I trust it will be possible for you to assist him.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.
O'R/eh

January 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The annual assay coins reserved at the several mints during the calendar year 1937, per the reports received from time to time by the Bureau of the Mint from said mints, were as follows:

Denomination	Philadelphia		San Francisco		Denver	
	Pieces	Value	Pieces	Value	Pieces	Value
Half dollars:						
Regular - - - - - - - - -	4,779	$2,389.50	1,045	$522.50	838	$419.00
Antietam, Va. - - - - - -	26	13.00	- - -	- - - - -	- - -	- - - -
Arkansas Centennial - -	16	8.00	4	2.00	3	1.50
Cleveland Centennial -	13	6.50	- - -	- - - - -	- - -	- - - -
Daniel Boone - - - - - -	8	4.00	4	2.00	4	2.00
Gettysburgh, Pa. - - - -	26	13.00	- - -	- - - - -	- - -	- - - -
New Rochelle, N. Y. - -	13	6.50	- - -	- - - - -	- - -	- - - -
Norfolk, Va. - - - - - -	13	6.50	- - -	- - - - -	- - -	- - - -
Oregon Trail - - - - - -	- - -	- - - - - -	- - -	- - - - -	6	3.00
Roanoke Island, N. C. -	26	13.00	- - -	- - - - -	- - -	- - - -
Swedes' Landing - - - -	13	6.50	- - -	- - - - -	- - -	- - - -
Texas Centennial - - -	5	2.50	5	2.50	4	2.00
Quarter dollars - - - - - -	9,864	2,466.00	820	205.00	2,566	641.50
Dimes - - - - - - - - - - - -	28,443	2,844.30	4,870	487.00	7,074	707.40
Total - - - - - - - - - -	43,245	7,779.30	6,754	1,222.50	11,525	2,033.90

Yours truly,

M. M. O'Reilly

Acting Director of the Mint.

F-S

January 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

Your letter of January 17th, transmitting request for transfer of eight employees from the position of roller to that of skilled workman, has been received in the absence of the Director. Immediately upon her return, your letter will be called to her attention.

Your recommendation for the probational appointment of thirteen melters is being considered, and you will be notified if approval is given.

Very truly yours,

Acting Director of the Mint.

MDM

January 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.,

Dear Sir:

Enclosed herewith is copy of General Accounting Office notice of exception, Disbursing Office Voucher Number 3- 3095 in reference to the August 1935, account.

Please collect the amount of $.40 as shown on the exception, and deposit in the usual manner to the credit of the appropriation from which it was paid.

Kindly return our copy of exception with your copy of Schedule of Collections.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

P:a F

January 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of January 14th, you are authorized to purchase from G. C. Fox, 2,000 yards of 36-inch olive-drab twill at $0.0998 per yard, net, this bid being the lower of two received, three solicited.

It is understood that release covering this item has been granted by the Federal Prison Industries, Inc.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

January 21, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Superintendent, U. S. Mint, Denver, Colo.

Dear Sir:

The Arkansas Centennial Commission has requested that their order for 5,500 pieces at each of the Mints be increased to 6,000 pieces.

This request has the approval of the Bureau and is passed on to you.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

January 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Please forward as soon as practicable your report on form 61-A, deposits and purchases of gold and silver, for the six-month period ending December 31, 1937, together with the supplemental reports on forms 61-B, 637, and 474-A. The data for 474-A in particular is needed promptly.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

H:d F

RG104 E-235 Vol 494

January 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Please forward to Mr. R. D. Moore, 545 Congress Street, Bend, Oregon, one Washington presidential medal and two of the last Roosevelt presidential medals.

I am inclosing $3.30 in payment for these medals. If the 30¢ is not sufficient to cover the postage, please advise the Bureau.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure.
O'R/eh

January 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am today forwarding to Mr. Springweiler a drawing of the design to be used for the Cohan medal. This design was approved by the Secretary of the Treasury under date of January 18th.

Mr. Springweiler has been requested to forward the plaster model to your Mint as soon as possible. The model is to be developed for one side only, and it is possible that an inscription or engraving might be placed on the blank reverse. This, however, is a matter which can be determined later and will not affect the preparation of the model.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

January 22, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

It is requested that you furnish this office with the date of birth of Samuel Singer who was employed in the Philadelphia Mint as a temporary helper from May 26, 1934 to June 4, 1934. The date given on his personal history statement on file in this Department is October 6, 1934, evidently the date on which he filled out this form. As the Department is making an effort to consolidate the records of two Samuel Singers, it will help if the dates of birth of these two men can be compared.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

MDM

January 24, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Enclosed is Form 3168 on which you are requested to furnish information concerning the basic salary paid to Ethel L. Emig while she was employed in your institution as a Sewing Woman for various periods from 1924 to 1927, inclusive.

Very truly yours,

M. D. O'Reilly

Acting Director of the Mint.

Enclosure

MDM

RG104 E-235 Vol 494

January 24, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Supt., U. S. Mint, Phila., Pa.,
Supt., U. S. Mint, Denver, Colo.,
Supt., U. S. Mint, San Francisco, Calif.,
Supt., U. S. Assay Office, New York, N. y.

Please wire Bureau last day upon which you sold gold at 20 dollars sixty-seven cents an ounce and first day upon which you sold gold ~~at~~ for a higher price.

M.M.O'Reilly,
Acting Director of the Mint.

I M M E D I A TE

January 25, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JANUARY TWENTY-FIFTH WITHOUT FAIL AT USUAL RATES THREE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d

January 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Will you please forward to support Contract T2m-338 with G. C. Fox for 10,000 yards muslin the usual clearance from the Department of Justice, Bureau of Prisons.

Very truly yours,

Acting Director of the Mint.

F:d

January 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of January 24th, you are authorized to dispose of the following materials resulting from the melting of minor coinage metals, to the White Bros. Smelting Corporation, who submitted the highest of two bids received of three solicited:

Approximately 5,000 lbs. old crucibles,
Approximately 6 tons broken crucibles, cups and residues,
Approximately 4,400 lbs. grindings, copper alloy.

It is understood that the values in these graphite goods are all in minor metals.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

OMR/eh

I M M E D I A T E

January 26, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JANUARY TWENTY-SIXTH WITHOUT FAIL AT USUAL RATES TWO HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BUILION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS N.T.R.
DIRECTOR OF THE MINT.

T.C.

RG104 E-235 Vol 494

January 29, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

The Budget Committee has disapproved our request for a deficiency appropriation. I will, therefore, have to consider your request for the probational appointments of a number of melters and rollers, and the promotion of eight rollers to skilled workman, and let you know later whether or not it can be accomplished.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

RG104 E-235 Vol 494

January 29, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

I am today requesting the cancellation of the suspension of Mr. Goodman Schwartz.

In order to prevent our having to put anything into the records that would reflect upon any one employee unnecessarily, I request that in the future you call the Bureau by phone and let us decide whether or not he should be suspended, unless the offense should be so flagrant that you know no countenance would be given to further retention of the employee in the service.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

January 31, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement for the following items purchased for your institution through the Procurement Division:

Item	Quantity	Description	Charges	Warrant No.	Order No.
51-P-250	720 cans	Paste, soap, grit, hand, 16-oz. tins	30.24	2840P	408
51-S-1575	1,000 cks.	Soap, grit, hand, 4-1/2 oz. cakes	24.00	"	"
53-C-15348	30 gr.	Crayons, white, chalk, school (1 gross to box)	7.50	"	"
29-P-1030	1,000 rl.	Paper, toilet, roll, 1000 sheets to roll	40.00	"	"
			101.74		

The above amounts are chargeable to the current Expenses, Gold Reserve and Silver Purchase Acts, Bureau of the Mint, Mints and Assay Offices, 1938, appropriation.

Notice of settlement for electricity consumed at your institution during the period 10/30-11/30, chargeable to the Salaries and Expenses, Mints and Assay Offices, 1938, appropriation, has been received as follows:

No.	Pres.	Prev.	Const.	KWH		Amt.	Warrant No.
518MC 1	4283	2956	100	132700			
515 MC 208	2330	2113	100	21700	154400	$2,021.46	2840 P

Limits 560 KW/840 KVA Registered Demand 728.0 KW Power Factor, 99.9%
Electric Rate P.D.

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in our letter of October 29, 1937.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

D P F

RG104 E-235 Vol 494

February 1, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your report on forms 474A, U.S. Coin received for melting and recoinage during the six months ended December 31, 1937.

There is reported as light weight coin transferred from the Treasury a half-dollar gold piece. Was this a State of California gold coin?

There is also reported as mutilated coin purchased over the counter, half eagles totaling $52.00 face value. Since this face value is not divisible by $5.00 (the face value of a half eagle) it is requested that a revised statement be furnished of the face value, by denominations, of the mutilated gold coins purchased over the counter at $20.67½ per ounce.

It is noted that the recoinage value of the nickel coin transferred from the Treasury is stated to be $185,700.79. Will you please check this amount and advise the Bureau how it was determined.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

H:d

RG104 E-235 Vol 494

February 2, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

Assistant Secretary of the Treasury Gibbons is interested in Mr. George F. Jackson, whose name was suspended from the register of Rollers for the reason that he was physically disqualified on account of hernia. I should like to have you inquire of the District Manager as to whether or not Mr. Jackson could reestablish his eligibility if he were to be fitted with a truss.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

February 2, 1938.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

Your appropriation transactions statement for the month of January has been received.

Under the appropriation Salaries and Expenses 1938, Washington items you show a total disbursements of $2161.79, whereas Bureau letters of January 3 and 31 reported the following disbursements:

Warrant No 2565P	$ 21.01	)
2479P	27.00	) - Letter Jan. 3.
2649P	11.59	)
2840P	2021.46	) - " " 31.
Total - - - - - -	2081.06	

The item $21.01, according note on your statement, for reasons given, is not included in the payments of encumbrances liquidated, which deducted from the total as shown by Bureau letters, $2081.06, would give the payments as $2060.05, instead of $2161.79 as reported by your statement.

Washington items under the appropriation Expenses, Gold Reserve and Silver Purchase Acts, etc., should be separately shown thereunder the same as the Washington items under the Salaries and Expenses appropriation are shown. There were $101.74 disbursements under this appropriation in our letter of January 31, 1938, Washington items. Please render new statement for January showing this separation substantially the same as requested in Bureau letter of October 29, 1937, which letter intended to seek the use of that set-up for the emergency as well as the regular appropriation.

Very truly yours,

Director of the Mint.

P F

C'R/eh

February 3, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Please forward to Mint San Francisco 15 pairs one cent dies.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

February 3, 1938.

Mr. Joseph Ferraro,
1235 Catherine St.,
Philadelphia, Penna.

Dear Mr. Ferraro:

Your postal card addressed to the Secretary of the Treasury has been forwarded to me for reply.

You state that it was not your wish that the time you were absent from the Philadelphia Mint due to an injury received in line of duty should be charged to your annual leave. Section 8 of the Compensation Act reads as follows: "That if at the time the disability begins the employee has annual or sick leave to his credit he may, subject to the approval of the head of the department, use such leave until it is exhausted, in which case his compensation shall begin on the fourth day of disability after the annual or sick leave has ceased." If you had wished to receive compensation pay for the time that you were absent, you should have called this to Mr. Dressel's attention. You understand, of course, that this pay would amount to only two-thirds of your regular pay and would not start until the fourth day of absence. You could not have received both compensation and regular pay.

Let me call to your attention, also, that Government regulation forbids the payment of salary for accrued leave to an employee after he has left the service. Therefore, you will have to refund to the Government the amount of salary paid you during your disability if you should change your application to cover compensation pay for that period.

Your compensation claims have been forwarded to the United States Employees' Compensation Commission for settlement.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

RG104 E-235 Vol 494

February 3, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, San Francisco, Calif.

Dear Sir:

As you are aware, preparations are now being made for the issue of a new design for the nickel piece. The contest is to be a nation-wide one. The date of the closing of this contest is April 15th. Should a satisfactory model be secured by that time it is hoped that dies can be made and the new nickels coined some time in July.

The Denver Mint has already started the coinage of the 1938 Buffalo nickels. In order to avoid having such pieces go to a premium the Mint at Denver will continue to execute the five-cent piece of the Buffalo design as long as possible.

AT the present time you have a substantial stock of nickels. Unless the demand for this denomination increases considerably it is the desire of the Treasurer that Buffalo nickels be not coined at your Mint. Should your stock become depleted by the end of March it will be necessary for you to undertake a substantial coinage of Buffalo nickels before the new design is issued, but the Treasurer will advise us in regard to such coinage in ample time.

This letter is being written particularly to warn you against having any use made of the 1938 dies of the Buffalo nickel for the present. It would be a matter of serious embarrassment to this Bureau if a substantial coinage of Buffalo nickels were not called for later and it was afterward found that <u>any</u> of the 1938 Buffalo nickels were made at your Mint. Therefore, please see that the dies for the Buffalo nickel now in your possession are not used for any purpose unless you are specifically authorized by this Bureau to undertake a large coinage of this design.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

RG104 E-235 Vol 494

February 3, 1938.

Mr. Mark A. Skinner,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Skinner:

Am I not correct in my understanding that Mr. Rhoads' services are satisfactory, and would it be desirable, in your opinion, to get him on the Civil Service list if an examination could be secured for him.

Is Mr. Rhoads skilled at scale building? If so, does the building of our scales require special training?

Very truly yours,

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

February 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Please forward short form payroll covering balance of pay due John F. Burke, who died on December 22nd, 1937, as requested in our letter of January 10, 1938.

Very truly yours,

Director of the Mint.

P:a

I M M E D I A T E

February 7, 1938.

Contingent Expenses, Office of the
Director of the Mint.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY FEBRUARY SEVENTH WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

February 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Your report of purchases made during the month of January, classified in accordance with forms prescribed for supplying data required in connection with the President's request that purchases be made now of materials, etc., needed in the current fiscal year, has not yet been received. Please expedite.

Very truly yours,

M. M. Kelly

Director of the Mint.

F:d

RG104 E-235 Vol 494

February 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of February 7th, you are authorized to purchase from the Scovill Manufacturing Company, 3,000 pounds of bronze strips at $0.211 per pound, net.

It is understood that the above bid was the lowest of three bids received.

Very truly yours,

M. M. O'Reilly

Director of the Mint.

RG104 E-235 Vol 494

February 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your report on form 61-A, deposits and purchases of gold and silver, for the six-month period ended December 31, 1937.

There are 7,785.27 ounces ($3,425.52) of silver classified on form 61-A as "Sil. Required to be Del. EO 8/9/34" and 96.478 ounces ($3,376.73) of gold classified on form 61-A as "Fines & Penalties Gold Res. Act 1934". Please advise the Bureau as to what kind of material this was, whether it was foreign or domestic coin, foreign refined, jewelers' bars, etc.

The gold and silver classified on form 61-A as "Imports--Old Material, at $35" and the foreign gold coin received in transfer from the Federal Reserve Bank of New York should be further classified on form 637. Please advise the Bureau what countries this material should be allocated to or supply an amended form 637.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

H:d

RG104 E-235 Vol 494

February 11, 1938

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Examination of the reports of the Director's representatives at the Philadelphia Mint and at the New York Assay Office in connection with the recent movement of unrefined bullion from Philadelphia to New York, indicates that while the New York Assay Office accepted all the bullion at the valuations declared by the Philadelphia Mint, there were a few small discrepancies in the fine ounces involved, as described below. If you are in agreement with the indicated differences, net credit to you of 0.862 ounces gold and debit to you of 9.08 ounces silver, it is requested that you endorse a copy of this letter indicating agreement with the stated differences and forward a copy to the Bureau, also a copy to the Superintendent of the New York Assay Office, and carry the adjustments into your accounts.

It appears that in your June, 1934 metal there were mass melts numbered 9 and 6, the former consisting of 11 bars and the latter 13 bars. New York weighings of these two melts established compensating differences thereon. Each of the bars comprising these two melts was assayed at New York for the purpose of definitely establishing which of the bars belonged to each melt; this established that all the bars were properly numbered. Apparently there was a switch between these two melts of one of the bars of each, and this switch evidently occurred after the bars were melted and numbered but before they were weighed back after having been melted, with the result that the difference between the gross weight of the two switched bars was carried by you at a lower fine ounce weight of both gold and silver than established by a check-up at the New York Assay Office. These differences are indicated herewith:

	Gross Wt.
Melt # 9 bar switched.....	348.80
Melt #6 bar switched.....	320.02
Bar difference.....	28.78
Miscellaneous fractions on all bars, net	.05
Net differences on the two melts....	28.73

RG104 E-235 Vol 494

Philadelphia

Phila. Mass.	Fineness		Gross Weights		New York Differences		
	Gold	Silver	Phila.	New York	Gross Weight	Fine Weight Gold	Fine Weight Silver
#9	466½	153½	3598.90	3627.63	+ 28.73	+ 13.402	+ 3.84
#6	434.3/4	131½	3962.00	3933.27	- 28.73	- 12.491	- 3.77
				Net differences		+ .911	+ .07

Melt #8437 of your December, 1932 metal was erroneously calculated on a gross weight of 312.70 instead of the actual (and invoiced) weight of 302.70 ounces, giving minus differences of 0.050 fine ounce gold and 9.13 fine ounce silver. There were also recorded three other very minor differences- one of .001 gold and two of .01 ounce silver each.

All the differences are indicated on the enclosed copy of one sheet of the report made by the Director's New York representatives.

It is requested that copies of this communication be filed with the Mint's records of the bars in question as a means of ready understanding of the situation in case future reference thereto becomes necessary.

The difficulty appears to have been caused by the lack of a distinguishing difference in your numbering dies, between the 6 and 9 when one is reversed. Dies should be promptly provided that will provide for ready recognition of each as distinguished from the other.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

T:a

Enclosure.

I M M E D I A T E

February 12, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY FEBRUARY TWELFTH WITHOUT FAIL AT USUAL RATES EIGHT HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

O'R/eh

Government Facilities

February 14, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Please forward 10 obverse one cent dies and 5 obverse nickel dies to Denver soon as convenient.

Nellie Tayloe Ross,
Director of the Mint.

February 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Your December voucher No. 3-21919 is in favor of Stockwell Rubber Company, Inc.; please forward the usual certificate to the effect that gloves are retained to recover any precious metals that might adhere to them.

Voucher No. 3-21927, W.M. Hollenback, for coal supplied in November; a certificate to the effect that conditions specified on Form 43, Standard Government Purchase Conditions, were complied with is requested for attaching to voucher.

Attention is invited to the question of distribution of coinage between the recoinage accounts and the regular accounts. In December, the nickel coinage was distributed 1,012,725 ounces as recoinage and 73,585.75 ounces regular. Since the new coin credited to the recoinage account must be as of full legal weight, the variations of actual weight from legal weight of both categories is reflected in the regular account, and in this instance the regular account showing of new coin manufactured is that of greatly exceeded variation over authorized tolerance. It is suggested that the distribution in future be kept on a more equitable basis in this respect.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

February 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Enclosed is a copy of the sheet of the report made by the Director's representatives in New York, showing all the differences, which was referred to in our letter of February 11 and yours of February 12, 1938.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

D F

Enclosure.

RG104 E-235 Vol 494

February 15, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Assay Office, New York, New York.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.

Dear Sirs:

Reference is made to Bureau communication of December 3, 1937, directing that certain non-personnel expenses be charged to the appropriation - Expenses, Silver Purchase and Gold Reserve Acts.

Such direction is hereby amplified to specifically state that the expenses listed below should continue to be charged to the appropriation - Salaries and Expenses, Mints and Assay Offices:

For:
- Arms and ammunition
- Uniforms and accessories
- Protective devices and their maintenance
- Medal cases and enameling (Philadelphia)
- Wastage of bullion in M. & R. and Coining Depts.
- Losses on operative sweeps sold
- Annual assay commission expenses (Philadelphia)
- Specimen coins and ores, etc. (Philadelphia)

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

February 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of February 15th, you are authorized to place an order with the Buffalo Wire Works Company for work in connection with the making of six iron grille guards for the two upsetting machines which you are building for the San Francisco Mint.

It is understood that three bids were invited and two received, the Buffalo Wire Works Company's quotation of $20.00 each less 2% 10 days for the six grille guards being the lower.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

February 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find letter with enclosures of the Sinclair Refining Company, dated February 11, 1938, relative to the return of containers of oils supplied your institution.

With the return of the enclosures, will you please supply information for reply to the communication.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

T:d
Enclosure.

RG104 E-235 Vol 494

February 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith returned for your file please find carbon copy of your statement of purchases made during the month of January. This was forwarded with your letter of February 9, 1938.

The original of the enclosure has finally been located, it evidently having been misplaced on arrival. It is noted in this connection that it was addressed to the Director of Procurement instead of the Director of the Mint.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

Enclosure.

RG104 E-235 Vol 494

February 15, 1938.

Mr. Edwin H.Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

I am enclosing a letter from Mr. John H. Kirschner in regard to the employment of his wife as Sewing Woman in the Mint and a copy of my reply to him for your attention.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Enclosures

R:M

RG104 E-235 Vol 494

February 16, 1938.

Chalfant & Co.
47th and Paschall Avenue,
Philadelphia, Pennsylvania.

Dear Sirs:

Receipt is acknowledged of your letter dated January 31, 1938, protesting award to a lower bidder of contract for supplying coal to the Philadelphia Mint.

It appears that the contract provisions indicate compliance with the specifications on which bids were invited and submitted, and your protest has consequently been placed on file. In this connection it is noted that your letter carries indication that a copy thereof was sent to the National Bituminous Coal Commission, Washington, D. C.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

February 17, 1938.

Salaries & Expenses Mints & Assay Offices
1938

Mr. Mark Skinner,
United States Mint,
Denver, Colo.

Re: Target Range: Please let me know how much additional silver bullion you could store without using coal bunker space and considering requirements for storage gold from San Francisco, Seattle and New Orleans over period of years. STOP Also bear in mind there is limitation production of gold in world STOP Wish your building target range possible STOP Funds therefor however are in sole control Procurement Division, being left over from Building Fund STOP If arrangement for you to build could possibly be made what do you estimate would be cost of material STOP What space are you now using for target practice and what space do you recommend for permanent use STOP I do not like filling inspection pit with silver STOP Do you agree with Mr. Clark that pit can be filled within eighteen inches of beam without impairing usefulness for inspection purposes.

NELLIE TAYLOE ROSS N.T.R.
Director.

February 17, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania,
Superintendent, United States Assay Office, New York, New York.
Superintendent, United States Mint, Denver, Colorado,
Superintendent, United States Mint, San Francisco, California.

Dear Sirs:

Reference is made to letter of this office dated December 2, 1937, relative to reporting classified purchases, on a basis of obligations created monthly for period beginning the month of December, 1937.

The Bureau is now in receipt of additional information concerning the matter and is forwarding herewith for your guidance a copy of additional instructions regarding the preparation of the reports.

Instructions have been received that these reports are to be submitted monthly until further notice. It is not understood from such instructions that the reports will be required on a permanent basis, however it appears probable that they will be required during the remainder of the current fiscal year. Your report should be forwarded to the Director of the Mint promptly after the close of each month, since the reports must be consolidated for the entire Mint Service in the Bureau before being forwarded to the Procurement Division.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

February 18, 1938.

Mr. H. S. J. Sickel,
15th & Market Streets,
Philadelphia, Penna.

Dear Mr. Sickel:

Your letter of February 16th addressed to the Secretary of the Treasury, supplementing your letter of February 15th, has been referred by the Secretary to this Bureau for attention.

The Procurement Division of the Treasury Department, Section of Painting and Sculpture, has charge of the competition for a design for the proposed new 5-cent piece. Your letter has been forwarded to Mr. Edward Bruce, the officer in charge of that branch of the Government. May I, however, express the appreciation of this Department for your courtesy in forwarding your interesting letter.

A copy of this letter is being sent with yours to Mr. Bruce.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

February 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Honorable Clyde H. Smith, Congressman from Maine, has written that a small group of thirty or forty students from the Skowhegan High School expect to be in Philadelphia on April 15th, from 10:30 A. M. to 3:10 P. M., and is desirous of visiting the Mint.

I have addressed a letter to Congressman Smith stating that I would request you to extend to this group of students the courtesies of your institution.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

February 19, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

PLEASE FORWARD TO SAN FRANCISCO MINT FIFTEEN PAIR CHINESE DOLLAR DOES

SIX COLLAR FOR SAME

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

RG104 E-235 Vol 494

February 19, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In conformity with your recommendation of February 18, 1938, you are authorized to purchase from the lowest bidder fifty pairs horsehide gloves.

Very truly yours,

Director of the Mint.

F:d

February 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of February 17, 1938, with accompanying schedule of differences between items of unrefined bullion recently shipped from Philadelphia to New York, and referring to Bureau letter of February 11, 1938 on the same subject.

It is requested that in lieu of using the Bureau's letter as a basis of adjusting differences, you use the schedule forwarded with your letter of February 17, sending a copy thereof to the New York Assay Office. It is also suggested that you issue the usual transfer documents for carrying into the records the additional 1.043 ounces of fine gold as transferred to New York Assay Office, and for the transfer to you from the New York Assay Office of the 59.37 ounces fine silver. Appropriate values should be assigned.

Very truly yours,

Acting Director of the Mint.

F:d

February 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

In regard to Harold Bell, the Civil Service Commission advises that inasmuch as the position of Helper and the position of Messenger are under the same schedule, there will be no objection to making him a Messenger at $5.00 a day. You may forward a recommendation to this effect.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

MDM

February 24, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY FEBRUARY TWENTY-FOURTH WITHOUT FAIL AT USUAL RATES EIGHT HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS N.T.R.
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

February 25, 1938.

The Superintendent of the
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Bureau is forwarding today the plaster model for the gold medal for Mr. Cohan.

Please cause the preparation of this medal to be made as promptly as possible.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

RG104 E-235 Vol 494

I M M E D I A T E

February 28, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY FEBRUARY TWENTY-EIGHTH WITHOUT FAIL AT USUAL RATES NINE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

Government Facilities

March 1, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Please forward to San Francisco one hundred pairs asbestos mitts.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

March 1, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of February 18th enclosing specimens of the Texas Centennial coins.

These coins were forwarded to the National Museum for inclusion in the Mint collection lent to the museum.

The Curator of History states that the museum would be glad to have specimens of this coin made at San Francisco and Denver. Will you be kind enough to communicate this message to Mr. Harris.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

March 1, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

I shall be interested in your reaction to the suggestion contained in the enclosed letter from Senator Guffey.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

March 1, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington.
Chief Clerk in Charge, United States Bullion Depository, Ft. Knox, Ky.

Dear Sirs:

Herewith please find a copy of Standard Form No. 1095, - Summary Statement of Disbursements and Collections by Appropriation Limitations. Sample entries have been indicated on the enclosure for your guidance in preparing future monthly summaries on this form.

You were advised early in the fiscal year as to the limitation symbol numbers, with a short distinctive title on each limitation.

Please note that it is not intended that each voucher will be listed on this form, but that the total monthly charge under each limitation should be shown in the second column, while the appropriation total should appear in the third column. The grand total should of course check with the totals carried to the accounts current.

Very truly yours,

Director of the Mint.

Enclosure.

Government Facilities

March 2, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Superintendent San Francisco requests that you forward at once twenty pair Chinese dollar coinage dies plus the five pair due on last order.

Nellie Tayloe Ross
Director of the Mint.

NR.

RG104 E-235 Vol 494

March 2, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of March 1st, relative to the preparation of the George M. Cohan special Congressional medal.

You are correct in your understanding that the estimate of the cost of this medal was based on the medal being 2-1/2" in diameter, and this is still the size desired. An inscription is to be placed on the reverse of the medal. I think your suggestion that the inscription be done with raised letters is appropriate.

The wording is to be as follows:

Presented to George M. Cohan by Act of Congress, dated June 29, 1936, in recognition of his services during the World War in composing the patriotic songs, "Over There" and "A Grand Old Flag".

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

March 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement for the following items purchased for your institution through the Procurement Division:

Item	Quantity	Description	Charges	Warrant No.	Order No.
51-S-1755	1250 lb.	Soap, powder, in 250 lb. barrels	$ 26.25	3390P	475
51-S-1885	1000 ck.	Soap, toilet, white floating, 6 oz. cakes	27.00	"	"
27-T-3765	1000 yd.	Toweling, cotton huck heavy, 18"	98.00	3730P	408
		Total	151.25		

The above amounts are chargeable to the current Expenses, Gold Reserve and Silver Purchase Acts, Bureau of the Mint, Mints and Assay Offices, 1938, appropriation.

Notice of settlement for electricity consumed at your institution during the period 11/30-12/22, chargeable to the Salaries and Expenses, Mints and Assay Offices, 1938, appropriation, has been received as follows:

No.	Pres.	Prev.	Const.	KWH		Amt.	Warrant No.
518 MC1	5337	4283	100	105400			
515 MC 208	2508	2330	100	17800	123200	$1,509.90	3390P

Limits 560KW/840KVA
Registered Demand 696.0 K.W. Power Factor 99.9% Electric Rate P.D.

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in our letter of October 29, 1937.

Very truly yours,

Director of the Mint.

D P F

RG104 E-235 Vol 494

March 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will confirm telephone communication of today, requesting that you forward to the Mint at Denver, twenty five obverse and fifteen reverse nickel dies as soon as possible.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

March 7, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find copy of contract with the A.D.T. Company covering inspection and adjustment of the electrical protection system installed in your institution, for the remainder of the current fiscal year.

Please note that this contract does not cover maintenance repairs, which, when necessary, should be separately procured.

Please assign contract number in your current series and promptly advise the Bureau thereof in order that the number may be noted on the original of the contract before it is forwarded to the General Accounting Office, and be recorded in the Bureau's records.

Returned herewith please find the copy of work order of the A.D.T. Co. which accompanied your letter of March 5.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

F:d

Enclosures.

March 7, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Dressel:

I am enclosing a letter from Mrs. Leon K. Belcher, who wishes to obtain employment in your institution, for your consideration and reply.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

March 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

As you are aware, Mr. Springweiler is to receive $200 for the model for the Cohan medal. Will you please arrange to make payment to Mr. Springweiler, since, it is understood, the model is satisfactory and the medal nearly completed.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

/

RG104 E-235 Vol 494

March 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Bureau is in receipt of a letter from the Associate Director of the National Museum, stating that the Museum would be glad to receive for the collection specimens of the Texas coin struck at the Denver and San Francisco Mints in 1938.

This refers to your letter in which you state that the Texas Centennial Commission was willing to send these coins to you if you requested them, the coins to be forwarded by you to this Bureau for transmission to the Museum.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

March 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing two photographs of the Secretary. Will you please submit these photographs to the Engraver with the request that he make another attempt to produce a plaster model of the Secretary, to be used for his medal.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

March 8, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to Bureau communications of December 3, 1937, and February 15, 1938, relative to allocating charges for non-personnel expenses between the two appropriations - Salaries and Expenses, Mints and Assay Offices, and Expenses, Silver Purchase and Gold Reserve Acts.

During the remainder of the current fiscal year you are requested to so distribute your appropriation encumbrances between the two appropriations, Salaries and Expenses, Mints and Assay Offices, and Expenses, Silver Purchase and Gold Reserve Acts as to keep the total net obligations of each, for the second half of the year, within the amounts you have been authorized to obligate under each during the second half of the year, keeping in mind the items mentioned in Bureau letter of February 15 as being specifically chargeable to the Salaries and Expenses appropriation.

It is requested that in your current records and next encumbrance report to the Bureau you show, as separate items, cancellation of obligations for electric service that have been reported against the appropriation Expenses, Silver Purchase and Gold Reserve Acts, and set up corresponding obligations against the appropriation Salaries and Expenses, Mints and Assay Offices. This request is occasioned by reason of the procedure established for handling of expenses that are liquidated by the Procurement Division under their collective contract for the supplying of electricity to all Government agencies in Philadelphia. Such expenses are being charged to the appropriation Salaries and Expenses, Mints and Assay Offices, and will continue to be so charged during the remainder of this fiscal year.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

March 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of March 8th.

The Treasurer's Office anticipates that the design for the Jefferson nickel will be selected in time to have the dies made late in this fiscal year and this will permit us to issue the coins some time in August.

It is proposed to withhold any shipments of Jefferson nickels until a stock is accumulated at each of the three Mints sufficient to supply the Federal Reserve Banks and that the distribution will be simultaneous from each of the Banks.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

/

RG104 E-235 Vol 494

March 9, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

It is understood that the Keystone View Company of New York, Inc., has given you a copy of a set of photographs recently made in the Mint. If this is correct will you be kind enough to lend this set to the Bureau in order that we may have copies made here.

The set will be returned to you.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

RG104 E-235 Vol 494

March 10, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Dressel:

I am enclosing a letter received Mr. Joseph P. Tumulty on behalf of Mr. Frank A. Cavanaugh, who is desirous of being appointed to the position of Assistant Foreman of the Coining Room, and a copy of my reply to him, for your consideration.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosures

R:M

RG104 E-235 Vol 494

IMMEDIATE

March 10, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

CONFIRMING TELEPHONE CONVERSATION OF TODAY PLEASE ADVISE THE BUREAU OF THE APPROXIMATE AMOUNT YOU ESTIMATE WILL BE AVAILABLE FOR REIMBURSEMENT TO APPROPRIATION ON ACCOUNT OF WORK PERFORMED ON MACHINERY COIN BAGS ETC. DURING THE SECOND HALF OF CURRENT FISCAL YEAR.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

IMMEDIATE

March 11, 1938

Contingent Expenses, Office of the
Director of the Mint.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MARCH ELEVENTH WITHOUT FAIL AT USUAL RATES NINE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

March 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of March 10th, relative to numbering badges for Fort Knox. It is requested that this numbering be placed on the badges.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

/

RG104 E-235 Vol 494

March 11, 1938.

Mr. Paul Dowd,
United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dowd:

There is inclosed herewith an outline of subjects to be considered at the assayers' conference on Monday, March 14th. You are requested to add any further matters which you may think of importance.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Inclosure.
/

March 14, 1938.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated March 12, 1938, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

Acting Director of the Mint.

F-S
Encl.

O'R/eh

Government Facilities

March 15, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, ~~San Francisco, Calif.~~ Philadelphia, Pa.

Please send to San Francisco 25 basket traps for automatic scales.

M.M.O'Reilly,
Acting Director of the Mint.

O'R/eh

Government Facilities

March 16, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Please forward to Denver 5 pairs nickel dies.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

March 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find Navy Department check No. 471,261, dated March 10, 1938, in the sum of $2,798.00, endorsed in your favor, in payment for good conduct medals, etc., supplied the Navy Department by you per copy of voucher herewith.

Very truly yours,

William Taylor Ross

Director of the Mint.

F:d

Enclosure.

RG104 E-235 Vol 494

March 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This will confirm request of the Superintendent of the Mint at Denver for five pairs of nickel dies. The Superintendent estimates that this will be sufficient to complete the proposed coinage of Buffalo nickels by that Mint.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

March 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

It is necessary to replenish funds available to the Disbursing Officer in Washington for paying expenses of distributing new minor coin. As profits on minor coinage accrue please forward to the Mint Bureau the bullion fund checks representing such profits, to a total of $50,000, drawn in favor of G.F. Allen, Chief Disbursing Officer, Washington, D. C. No supporting documents need be drawn by you.

The Bureau will forward the checks to the Disbursing Office with advice for taking them into account as collections in his Special Deposit Account. On the bullion fund account current, in the Bullion Fund Depository Account, insert the disbursing officer's name against the item representing the amount forwarded for charge in his special deposit account.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

P:d F

RG104 E-235 Vol 494

March 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

We are in receipt of a Notice of Exception from the General Accounting Office, dated March 10, 1938, voucher number 3-31717, for the period of April 1937. The feul cost per million B.T.U. covered by the voucher is not shown.

Kindly forward this information, together with the copy of exception, which we are enclosing, to the Bureau as early as possible.

Yours very truly,

Director of the Mint.

P:a F

RG104 E-235 Vol 494

March 18, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Dressel:

Please report to me the facts concerning the separation of Mr. Robert T. McHale from the Mint service in October, 1937. He has taken the matter up with Senator Guffey who states that Mr. McHale is badly in need of employment.

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

March 18, 1938.

Honorable Edwin H. Dressel,
Superintendent, United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dressel:

In order that our files may be complete, will you please furnish this office with your home address?

Very truly yours,

Director of the Mint.

R:d

RG104 E-235 Vol 494

March 17, 1938.

Honorable Edwin H. Dressel,
Superintendent, United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dressel:

I am extremely interested in the photographs you sent portraying our new method of stacking strips. Again let me say how gratified I am with your accomplishment in having devised this labor-saving, money-saving method.

I assume that you have sent, as I requested, a sample to the western Mints together with such description and explanations as are necessary for them to understand the operation of it. Please verify this understanding.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:d

Mention of this improvement, with credit to you, may well be made in the next annual report of the Director.

RG104 E-235 Vol 494

March 18, 1938.

The Pennsylvania RR Co.,
Philadelphia, Pa.

Dear Sirs:

Your bill No. 2361346 is herewith returned with the request that Transportation Request No. T-106,573 be detached and billed to the Division of Bookkeeping and Warrants, Treasury Department, Washington, D.C. Please return Request No. T-105,285 to this office for payment.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

P

RG104 E-235 Vol 494

March 19, 1938.

Honorable Edwin H. Dressel,
Superintendent, United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dressel:

I fully concur in your idea that we should plan completely to suspend coining operations during the period of settlement this year.

By concentrating our efforts to build up substantial balances, I think we shall be able to avoid not only extra shifts at that period but any coinage whatever for the length of time required to make a complete clean-up.

Very truly yours,

Director of the Mint.

R:d

RG104 E-235 Vol 494

March 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.,

Dear Sir:

Enclosed is copy of letter from General Accounting Office, dated March 15, 1938, relative to collections for telephone calls from coin box at Poplar 8183, contract No. T-2-M-0. Please forward the information requested in this instance and supply it for all future accounts as requested.

Yours very truly,

Director of the Mint.

Enc.
P:a F

RG104 E-235 Vol 494

March 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Enclosed is a supply of Forms 2806-1, "Designation of Beneficiary", and Forms 3008, which you requested.

Very truly yours,

Acting Director of the Mint.

Enclosures

MDM

RG104 E-235 Vol 494

March 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Civil Service Commission has approved the retirement on account of disability of Mr. Edward B. Weaver on March 21, 1938.

Please forward a recommendation that Mr. Weaver be dropped as of the above date or any subsequent date.

Very truly yours,

Acting Director of the Mint.

MDM

IMMEDIATE

March 24, 1938.

Contingent Expenses, Office of the
Director ofthe Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MARCH TWENTY-FOURTH WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

March 24, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

You are hereby authorized to make shipment of your receipts of unrefined bullion to the New York Assay Office from time to time as such receipts accumulate, making such shipments by parcel post and without any special arrangements concerning the question of joint sealing. The shipments are to be held by the New York Assay Office after receipt, for handling by the next Settlement Committee.

As heretofore, the transportation costs will be a charge against the appropriation, Transportation Bullion and Coin between Mints and Assay Offices.

Care should be taken to avoid having such shipments in transit over a month-end or making a shipment that may cause confusion at either end at settlement time.

Very truly yours,

Director of the Mint.

J:a

RG104 E-235 Vol 494

March 24, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of December 17, 1937, in reply to Bureau letter of the 16th relative to the placing of a valuation on certain shipments made by express.

There is enclosed herewith a copy of a recent decision of the Acting Comptroller General which evidently takes the position that such procedure is warranted in cases where the articles shipped are of such special nature as to require care while in transit superior to that for ordinary merchandise; such, for example, as coinage dies.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

F:d

Enclosure.

RG104 E-235 Vol 494

March 24, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Assay Office, New York, New York.
Superintendent, United States Mint, San Francisco, California.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington.

Dear Sirs:

Reference is made to Mint form 61A - Deposits and Purchases of Gold and Silver - and particularly to the section in lower left hand corner thereof relating to number of deposits.

It is requested that for the period January-June 1938, and thereafter, you report such data on a revised basis as explained below, and that like data be supplied the Bureau for the periods January-June 1937 and July-December 1937.

The revised basis is as follows:

Items	Number of	
	Transactions	Assay Determinations
Purchases		
Transfers 1/		
Deposits in trust		
Total		

Redeposits that are purchased will be counted as purchases; those received on transfer will be counted as transfers.

Transactions count method - each of the following to count as one:
Bullion purchases -
Each bullion deposit-certificate or "warrant".
Bullion or coin transfers, including "Purchase-Act Silver"-
Each invoice or shipment or group of bars received as a "lot" (whether 2 bars, 10 or 1,000) - (not each bar or melt or sheet of an invoice). For example, count as one the full amount of a single purchase-act lot of silver if received in one shipment or continuous delivery; or the entire

1/ Includes Purchase-Act silver .....transactions;..... assay determinations

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amount of a partial delivery on a large consignment when delivery is not continuous to completion of the entire consignment.

Assay-determinations count method -

Each melt for which fineness is (actually) determined to be counted as one assay determination. Two or more samples may have been taken from a melt and two to ten or more assay tests may have been made thereon, but only one assay determination or report of fineness for one melt is involved. If a composite sample taken from two or more different melts is used, only one assay determination thereof will result.

Form 61A is being revised.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

March 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing copies of correspondence received by this Bureau from Mr. H. M. Ullmann, Head of the Department of Chemistry and Chemical Engineering, Lehigh University, requesting that the University be supplied with samples of gold bullion and of silver.

Mr. Ullmann has today been advised that the request has been approved and I am inclosing a copy of the letter addressed to him by the Bureau.

Very truly yours,

Director of the Mint.

Inclosures.

RG104 E-235 Vol 494

O'R/eh

Government Facilities

March 28, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Confirming telephone communication authorized to accept following bids:

100 thousand lbs. electrolytic copper American Smelting & Refining decimal 1012

2100 lbs. tin Nathan Trotter Company 42½ cents per lb.

8400 lbs. zinc Nathan Trotter Company decimal 06066 STOP Understood to be lowest bidders.

Nellie Tayloe Ross,
Director of the Mint.

March 28, 1938.

Honorable Edwin H. Dressel,
Superintendent, United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dressel:

For some time it has been evident to me, as before indicated, that changed conditions pertaining to Mint functions and responsibilities, occasioned largely by monetary legislation of recent years, has developed need for revision of Mint Regulations. This is a serious undertaking, one that can not be lightly handled. It is important that I have the benefit of the wisdom born of experience of both executives and technical men throughout the field.

I thank you for your response to my request a few weeks ago to submit suggestions. They are very helpful and will receive the most careful consideration. I now write to ask that you make your recommendations more comprehensive. Will you not, in collaboration with your division heads, take the book and scrutinize it page by page and submit your comments accordingly, that is to say refer to each page by number; state your recommendations that relate to that page. If you have none, indicate it.

Your division heads, studying the regulations in connection with their duties, will unquestionably see where changes can be made to advantage.

Such an analysis, supplied by each Mint institution, will afford me substantial material with which to work. Please send in your offering in two weeks if possible; not later than three.

Very sincerely yours,

Nellie Tayloe Ross

Director of the Mint.

g:d

RG104 E-235 Vol 494

March 24, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find carbon copy of a communication from the General Accounting Office relative to a claim for payment of check issued by A. Raymond Raff under symbol 15-135 - Check No. 14,279, dated August 22, 1934, in favor of State Bank of Remington, Remington, Virginia.

It appears that the amount of the check has been covered into Outstanding Liabilities. Please advise whether a duplicate check or any other method of payment has been made or approved by you and whether per your records the amount in question is still payable as per the cited check.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d F

Enclosure.

RG104 E-235 Vol 494

March 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of March 26th, stating that you have an Israel Johnson 10-inch lathe and a Bickford Drill and Tool Company radial drill press which are no longer of service to you.

There will be no objection to your delivering this equipment to the Chief Engineer of the Post Office Department. The machines may be transferred to the Post Office without exchange of funds.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

I M M E D I A T E

March 29, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MARCH TWENTY-NINTH WITHOUT FAIL AT USUAL RATES EIGHT HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. O. Reed
actg DIRECTOR OF THE MINT.

F:d

March 30, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Bullion Depository, Ft.Knox,Ky.

Dear Sir:

There is being forwarded to you today a copy of the Appropriation Act for the Treasury Department for the fiscal year ending June 30, 1939. Your attention is invited to the last paragraph on page 31, which reads as follows:

"Sec. 5. No part of any appropriation contained in this Act or authorized hereby to be expended shall be used to pay the compensation of any officer or employee of the Government of the United States, or of any agency the majority of the stock of which is owned by the Government of the United States, whose post of duty is in continental United States unless such officer or employee is a citizen of the United States or a person in the service of the United States on the date of the approval of this Act who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States: Provided, That this section shall not apply to enlisted men of the United States Coast Guard who are on active duty in that service on the effective date of this Act, until the expiration of the period required for such enlisted men to complete their naturalization, nor shall it apply to personnel of the Coast Guard on the retired list, and enlisted men on active duty with over twelve years' honorable service who are ineligible for United States citizenship."

It is assumed that all Civil Service employees are citizens. This fact, however, should be ascertained. It is possible that among the emergency employees there may be some who have not been naturalized or taken out their first papers previous to March 28, 1938. The above provision in the Appropriation Act would prohibit our retaining them in the service after June 30, 1938.

Very truly yours,

Director of the Mint.

Enclosure

RG104 E-235 Vol 494

April 1, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Mint, Denver, Colorado.

Dear Sir:

A simplified procedure for stating in the bullion account current, the payment of charges on altered coins, is indicated below for use in lieu of that given in last paragraph of Bureau letter dated April 4, 1936.

The charges may be paid by drawing bullion fund check and recording it in the Bullion Depository account under the head of "Payments for bullion or metal", subhead "To Treasury as revenue," with insertion of a further subhead on blank line under the mentioned subhead, of "For charges on altered coins received" (minor).

Since the Treasurer U.S. pays the depositor of such coins the amount due him, this additional payment (to the Treasury as revenue) provides full payment for the coins. Liability entries in the Recoinage Fund account will come directly as regards the Treasurer's payment to the depositor, and as a transfer from the Bullion Fund account as regards the charges paid to the Treasury by the Mint. The full value of such coins, as thus established, can therefore be shown in the account "Coin for Recoinage" under the subhead "Transferred from Treasurer U.S." against the appropriate printed item - e.g., Bronze.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

April 1, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

In reply to your letter of March 29, 1938, stating that you did not receive, or received only in part, certain forms listed therein and in your requisition of October, 1937, please be advised as follows:

Mint forms 497 and 1019 were ordered printed on October 22, 1937, but when delivery of the forms was made by the Government Printing Office to the Printing Division of the Department they were inadvertently retained there in stock instead of being sent to you. These forms were sent to you yesterday.

Mint form 889 was ordered sent from the Division of Printing on October 27, 1937.

Department of Labor forms numbered PC-1 and Standard forms numbered 1075 were sent to you from this Bureau, the former on October 21st and the latter on December 6th, 1937.

The quantities of forms 145, 204, 533 and 1013-C were either decreased or not sent because the quantities stated to be in your stock plus the quantities requested seemed excessive for a six-month period.

If additional quantities of some of the above mentioned forms are needed by you at this time, and those sent were actually not received by you, please advise this office.

Yours truly,

E-S

Director of the Mint.

March 31, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement by Warrant No. 4054P for item number 41-S-4037, 36 sponges, Size A, Florida key sheep's wool, No. 1, Type 11a, unbleached, in the amount of $11.16, Order No. 475. This amount is chargeable to the current Expenses, Silver Purchase and Gold Reserve Acts, Bureau of the Mint, Mints and Assay Offices, 1938, appropriation.

Notice of settlement for electricity consumed at your institution during the period 12/22/37 - 1/21/38, chargeable to the current Salaries and Expenses, Mints and Assay Offices, 1938, appropriation, by Warrant No. 4137P, has been received as follows:

No.	Pres.	Prev.	Const.	KWH		Amount
518 MC 1	6202	5337	100	86500		
515 MC 208	2607	2508	100	9900	96400	1569.31

Limits 560KW/840 KVA
Registered Demand 648.0 K.W. Power Factor 99.9% Electric Rate P.D.

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in our letter of October 29, 1937.

Very truly yours,

Director of the Mint.

D P F

RG104 E-235 Vol 494

I M M E D I A T E

April 5, 1938.

Contingent Expenses, Office of the Director
of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY APRIL FIFTH WITHOUT FAIL AT USUAL RATES FOUR HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

April 5, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of April 4th, you are authorized to purchase from the Acheson Crucible Corporation, 200, each, graphite electrodes and 250, each, graphite nipples at $0.1928 per pound net, total approximately $590.93.

It is understood that the above bid was the lower of two received of three invited.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

O'R/eh

Government Facilities

April 6, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, ~~San Francisco, Calif.~~ Philadelphia, Pennsylvania.

Confirming telephone communication of this morning the following telegram has been received from the Mint at San Francisco quote kindly have Philadelphia send us 15 pair China dollar dies soon as possible and 20 pair China half dollar dies by end of month STOP Last shipment China dies showing Rockwell test of 90 and 92 were very good and hope future shipments similar End quote.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

April 7, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Will you please advise the Bureau whether or not the 1933 Lincoln Head one-cent piece was coined without the initials of Mr. Brenner.

Very truly yours,

Director of the Mint.

April 9, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir;

In reply to your letter of April 8, 1938, relative to the forwarding to this office of the green copy of C.D. Form 1 in the case of Civil Service Retirement and Disability Fund contributions, please be advised that most of the copies of such CDs are reaching us now as an extra carbon copy made on plain paper instead of the green copy. It will be satisfactory if Philadelphia Mint falls in line with this procedure.

Very truly yours,

Director of the Mint.

F:d

IMMEDIATE

April 11, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVENUE TODAY APRIL ELEVENTH WITHOUT FAIL AT USUAL RATES FIVE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

O'R/eh

Government Facilities

April 13, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Authorized accept proposal Joseph Oat and Son to supply 4 monel metal linings for 4 wood tanks in annealing room at 132 dollars each lowest bid received.

M.M.O'Reilly,
Acting Director of the Mint.

RG104 E-235 Vol 494

April 13, 1938.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated April 12, 1938, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 494

April 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

Receipt is acknowledged of your letter of April 13th, in regard to the disability pension due Mr. Edward Weaver.

The Commission advises that Mr. Weaver's case will be put on a special schedule and he would probably receive his check in a week or less.

Very truly yours,

Acting Director of the Mint.

MDM

RG104 E-235 Vol 494

April 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

On your February bullion account current, in the Bullion Fund Depositary Account, payment of $3,376.73 for fines and penalties is included with payments to vendors. In future similar cases please show such payments on a blank line under the heading "To Treasury as revenue", with explanation "For fines and penalties, Gold Reserve Act."

Voucher No. 3-31438, The Adams Lessack Co. Proposal for "1" cash box was apparently changed to "2" after bids were received. This is supported by the dealer's showing of $2 aggregate price as well as $2 unit price. Two cash boxes were ordered. Since a proposal and an acceptance constitute the evidence of a "meeting of the minds" of the parties to the agreement, any changes in either document should always be supported by evidence of agreement of both parties thereto, such as by initialing the changes. This is for future guidance.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

F:d

April 15, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

There are being forwarded to you today by registered mail one set of milligram weights, identified as Set #1B, and one set of gold assay weights, identified as Set #5A, for use in the Assay Department.

These weights have been verified by the Bureau of Standards and the certificates of their verifications are inclosed with this letter.

Receipt is acknowledged of one humid assay bottle, which was forwarded from your Mint.

Very truly yours,

M. M. Hill

Acting Director of the Mint.

Inclosures.
Q/eh

April 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of April 15th you are authorized to purchase from the King Fifth Wheel Company 4 each circular copper rings at a price of $33.00 each, net.

You state that the above bid was the lowest of three received.

Very truly yours,

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

April 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of April 15th you are authorized to purchase from the Ross-Tacony Crucible Company, 300 graphite covers for your #70 crucibles, at the rate of $1.75 each, less 1% 10 days.

It is understood that three bids were received, all identical, and that lots were drawn, the Ross-Tacony Crucible Company winning the award.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

I M M E D I A T E

April 19, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY APRIL NINETEENTH WITHOUT FAIL AT USUAL RATES SEVEN HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

H:D

RG104 E-235 Vol 494

April 20, 1938.

Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.

Dear Sir:

In case you are in the market for such equipment as gas cabinets, radiator furniture or general steel equipment will you please add to your list of concerns to be invited to bid the following name:

The Shirley Corporation,
Mr. John W. Shirley, President,
330 E. St. Joe Street,
Indianapolis, Indiana.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

April 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am glad to inclose a copy of our commemorative coin circular. No additions have been made to this list as no new coins have been authorized during this session of Congress.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

April 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of April 23rd, in regard to postage on replacement expert pistol and expert rifle medals to Coast Guard personnel.

May I suggest that you notify the Coast Guard, in response to the letter forwarded by this Bureau to you, that the medals will be mailed upon receipt of postage.

Very truly yours,

Director of the Mint.

/

April 26, 1938.

Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Chief Clerk in Charge, U. S. Depository, Ft. Knox, Ky.

Dear Sir:

I am inclosing a circular letter issued by the Administrative Assistant to the Secretary, directing that all of the Treasury activities maintain a record of mail carried by air during the week of May 15-21, and such record forwarded to the Department at the close of that week.

The circular accompanying this letter will indicate to you the purpose of this plan. It will, of course, be understood that the unnecessary use of air mail is not suggested. However, in obedience to this order, if you find air mail to be a less expensive means of communication than other methods, it should be used, if practicable.

Very truly yours,

Director of the Mint.

Inclosure.
/

RG104 E-235 Vol 494

April 26, 1938

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In conformity with your recommendation of April 25, 1938, you are authorized to procure from lowest bidder acid proof drain pipe and fittings, at a cost of approximately $400, for use in connection with lining wood tanks in the annealing room, if the appropriated funds allotted for your use are sufficient.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

IMMEDIATE

April 27, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY APRIL TWENTY-SEVENTH WITHOUT FAIL AT USUAL RATES NINE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BUILION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

April 27, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Review of the status of our appropriations for the current fiscal year indicates the following pertaining to the Philadelphia Mint:

Appropriation Title.	Encumbrances (net) Reported 1st half	Encumbrances (net) Authorized 2d half	Encumbrances (net) Total	Funds Payable in Washington (elec. etc.)	Funds Advanced to Disb. Office to April, inc.	Funds To be Advanced
Salaries and Expenses, Mints and Assay Offices	$322,900	$236,000	$558,900	$ 19,900	$ 505,000	$34,000
Expenses, Silver Purchase and Gold Reserve Acts	222,500	192,000	414,500	500	380,000	34,000

Please note that some of the above figures are closely approximate rather than exact. As heretofore advised, your net encumbrances should be kept within the indicated totals. Advance of a portion of the amount indicated in the final column, under the Salaries and Expenses appropriation, may be delayed if repayments into the Treasury for work performed for others is delayed.

Very truly yours,

Director of the Mint.

April 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

Enclosed is a memorandum showing annual and sick leave record of Ruth M. Hughes, a charwoman employed in your office. Inasmuch as there was no correspondence attached to this memorandum, it is believed that it was sent here inadvertently.

Very truly yours,

Director of the Mint.

Enclosure

R:M

RG104 E-235 Vol 494

April 28, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Assay Office, New York, New York.
Superintendent, United States Mint, San Francisco, California.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington.
Chief Clerk in Charge, United States Bullion Depository, Fort Knox, Ky.

Dear Sirs:

You will recall that last year annual contracts for certain continuing services such as telephone, gas, etc., were made on the basis of continuing "until further notice". It will therefore not be necessary to make new contracts for 1939 covering such services.

For such other continuing services, not on the basis of continuing "until further notice", as for laundry, etc., new contracts should be negotiated, using our regular proposal form and letter of acceptance as evidence of the agreements. The contracts now effective for inspection of the A.D.T. protective systems will not be renewed for the fiscal year 1939.

Contracts for such supplies as will be needed continuously and can be procured more economically on yearly or shorter terms will likewise be prepared for the fiscal year 1939.

As heretofore, all contracts negotiated should be forwarded to the Bureau for consideration before becoming effective.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

April 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The annual interrogatory of the Royal British Mint contains the following question, to which it is requested you supply a reply:

> Were any medals struck at the mint or mints during 1937? If so, give particulars as to numbers, metals, etc.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

April 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will confirm telephone conversation of this morning requesting that you ship to the San Francisco Mint, as soon as possible, twelve China half dollar coin collars.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

April 29, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

If you can spare 300 copies of Mint Form 497 "Property Pass" will you please have that number sent to the Superintendent of the Denver Mint.

Yours truly,

Nellie Taylor Ross

F-S

Director of the Mint.

April 30, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Reference is made to your requisition on Purchase Authority Form 1 dated April 13, 1938, for stationery. On sheet 3 of this requisition, under Schedule item 53-P-22621, you list an item as "Paper typewriting onion skin 7 x 8 inch." This schedule item calls for "Paper, Typewriting, Bond, Sulphite, substance 40, white, 8 by 7 inches; G. P. O. 434." As there is no onion skin paper scheduled of this size, will you please advise whether you want bond sulphite paper instead of onion skin paper.

Yours truly,

Nellie Taylor Ross

F-S

Director of the Mint.

RG104 E-235 Vol 494

May 2, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to the Bureau's letter of March 24 and your reply of April 8, supplying data on the number of bullion deposit transactions and deposit assay determinations for the periods January-June and July-December, 1937.

Please supply the Bureau with similar data covering the shipments to Fort Knox during 1937. Your office is probably in better position to supply this information than is the Ft. Knox Depository.

Very truly yours,

Director of the Mint.

H:d F

I M M E D I A T E

May 3, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MAY THIRD WITHOUT FAIL AT USUAL RATES SEVEN HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

DIRECTOR OF THE MINT.

F:d

May 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Assistant Secretary Gibbons has requested this Office to return to you, under separate cover, the medal of the President which you procured for him from Mr. Hood. The Assistant Secretary has requested that another medal be sent in its place, the medal to be of the brighter finish and more securely attached to the holder.

In returning this medal please send it direct to Mr. Gibbons' Office.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

May 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

The retirement on account of disability of Mr. Bernard A. Dever has been approved by the Civil Service Commission on May 2, 1938. Will you please forward a recommendation dropping him from the roll as of this date or a subsequent date.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

R:M

May 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Our records indicate that you have been furnished a supply of U. S. Government Tax Exemption Certificates - Standard Form 1094. It is the requirement of the Department that semiannual returns be made, September 30 and March 31 of each year, on forms 779 and 780, and forwarded to this Bureau. So far we have not received the reports from you; please render them on the enclosed forms and forward to this office at your early convenience.

Yours truly,

Director of the Mint.

F-S
Encls.

RG104 E-235 Vol 494

May 4, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In conformity with your telegraphed request of today, please be advised that the Director's joint seals on compartments of Vault E containing refined silver bars only are hereby released, for the purpose of your transferring such bars to Vault 16, which is to remain free from the Director's joint seal.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

May 5, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find draft for use as printer's copy, of your requested new form to be used by the Melting and Refining Department in reporting its monthly balances of metals on hand. Will you please review the draft and advise the Bureau if it is satisfactory, with any amendments considered advisable.

The form for daily work sheet will be provided as requested.

With reference to the form for reporting Melting and Refining Department monthly melting operations, it is suggested that this form be held in abeyance until after report is made by the special Treasury committee at present reviewing Mint operations. It may be found desirable, as a result of collaboration by that Committee with Bureau and Field personnel, to so amend that feature of statistical reporting as to make the proposed form obsolete soon after it would be placed in use if now put in printed form.

Very truly yours,

Director of the Mint.

F:d

Enclosure.

May 5, 1938.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

Your appropriations transactions statement for the month of April has been received.

Attention is invited to the Salaries and Expenses appropriation, Washington items, with indications as follows:

Balance unliquidated March 31 (March report)	$4389.73
Encumbrances set up in April	1570.02
	5959.75
Encumbrances liquidated in April	1683.60
Unliquidated end April	4276.15

Your statement shows the unliquidated balance at the end of April $4291.15.

Very truly yours,

Director of the Mint.

P F

RG104 E-235 Vol 494

May 5, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of May 3rd, you are authorized to transfer a William Sellers planer to the Chief Engineer of the Post Office Department, without exchange of funds, inasmuch as the planer is no longer of service to the Mint.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

May 6, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing a copy of a letter received today from the Secretary of the Navy, relative to certain master hubs and dies, medals and bars, which it is desired shall be manufactured at your Mint.

The terms mentioned in the letter of the Secretary of the Navy correspond to those sent to the Bureau by you under date of April 12th. Will you please expedite the execution of this order.

Very truly yours,

Director of the Mint.

Inclosure.
/

May 6, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington.
Chief Clerk in Charge, United States Bullion Depository, Ft. Knox, Ky.

Dear Sirs:

Reference is made to circular letter of April 2, 1938, from the Acting Comptroller General, addressed "To the Heads of Departments, Independent Establishments, and Others Concerned" relative to "Types of Certifications by Contractors and Vendors in Support of Invoices or Public Vouchers for Purchases and Services Other Than Personal", etc., etc., copy of which was forwarded you recently.

The Bureau is having a number of rubber stamps made, for each of the certifications, and there will be forwarded those that appear to be pertinent to the needs of your office.

Since the certifications are to be made by the vendors, the Mint Institutions will use these stamps principally when inviting bids and placing orders, for notifying those concerned as to required certifications. In this connection there will also be supplied a stamp that reads as follows:

> "Bills of the Contractor or Vendor who supplies these materials (or services) must contain the following vendor's certifications:"

Your attention is directed to the general instructions (particularly the last paragraph) on page 4 of the Acting Comptroller's letter.

Very truly yours,

Director of the Mint.

H:d F

RG104 E-235 Vol 494

May 10, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MAY TENTH WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F.J

RG104 E-235 Vol 494

May 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of May 10th.

This letter will be authority for you to accept the proposal of Richard M. Evans to supply your Mint with 50 dozen pairs of buck mittens at $6.50 per dozen pairs, less 1% 10 days.

It is understood that you will take into consideration the limitation of your allotment of funds before this purchase is made.

Very truly yours,

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

May 14, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Please forward the cancelled stamps, $.37, to support the postage charge on March voucher No. 3-35522, Bay State Abrasive Products Co.

Voucher No. 3-37705, Navy Department (Property Accounting Officer U.S.N.). In the future, payments to other government departments having their own disbursing officers (includes War and Navy Departments) should be made on voucher form 1034; forms 1080 to be used only for adjustments between appropriations and/or funds standing to credit of same disbursing officer. Please forward duplicate of voucher 3-37705, as this is a payment between two government departments.

Your March bullion account current has been amended, in the "Recoinage Metal, Nickel" and "Bronze" accounts, left hand side, to show the transfer of alloy metals from the Minor Coinage metal accounts as Receipts instead of Issues.

Very truly yours,

Director of the Mint.

F:d

JOINT-SEALING VAULTS
AMENDMENT

Reference is made to joint-sealing instructions contained in Mint form No. 8900 "Joint-Sealing Vaults - General," and to supplemental instructions telegraphed to Superintendents of institutions and Chairmen of settlement committees June 7, 1937.

These instructions are further modified as follows:

Next to last paragraph on page one of form No. 8900 is to remain effective as regards all partially filled compartments the contents of which have not been verified by Director's representatives subsequent to and in conformity with instructions in Mint form No. 8900 dated April 26, 1937. The contents of partially filled compartments which have been verified in conformity with instructions in Mint forms No. 8900 and 8901 and amendments thereof will be accepted by later Director's representatives without re-verification when opened for adding to their contents. Preservation of the removed seals will provide a ready chronological record as to prior sealers and their verifications.

Receipt (or Superintendent's signed statement) provided for in June 7th supplemental instructions was based on the premise that the Director's joint-seal control is in the nature of custody or possession which can be passed by issue of a receipt. However, the Director's joint-seal is in fact only a control, with possession and custody remaining continuously in the Superintendent, so that the proposed receipt or Superintendent's signed statement would be without effect, and should be omitted. In using supplement to form No. 8900 you will remove and omit the use of the receipt blank near the foot thereof.

On page two of form 8900, under the heading Impoundings, the paragraph reading "As to coin other than new - none to be placed under joint seal unless specially authorized by Director of the Mint", is hereby amended to read "As to coin other than new - none except standard silver dollars to be placed under joint seal unless specially authorized by Director of the Mint".

RG104 E-235 Vol 494

It is contemplated that all bullion, coin, etc., placed under joint-seal after the issue of instructions dated April 26, 1937, will have been verified in conformity with those directions, by Director's representatives not regularly attached to the institution in which the vaults are located. This should be kept constantly in mind when considering the question of long-time storage, to the end that eventually - as occasion requires or permits the movement of values that have not been thus verified, to other compartments when independent verification can be accomplished - all the values under joint-seal will have been so verified.

Director of the Mint.

May 18, 1938.

May 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

You are requested to instruct Mr. Sinnock to design and prepare four settlement seals for the official use of the Chairmen of the committees at New York, Denver, San Francisco and Philadelphia.

Each seal should bear the name of the institution where it is to be used and the year, as example:"Annual Settlement, U. S. Assay Office, New York, N. Y., 1938,"

After preparation, please forward them, by registered mail, to this office in time for distribution to the respective Chairmen.

Very truly yours,

Director of the Mint.

Q.

RG104 E-235 Vol 494

May 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.,

Dear Sir:

Enclosed herewith is copy of letter from the General Accounting Office relative to the account of G.F.Allen, Chief Disbursing Officer, regional office Philadelphia, symbol 101-103 and collection symbol 891-807, for the month of July, 1937.

Kindly forward the necessary papers to the Bureau as early as possible.

Yours very truly,

Director of the Mint.

encl.

P;a F

I M M E D I A T E

May 19, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MAY NINETEENTH WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

May 19, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir;

There are inclosed one copy each of schedules of collections Nos. 270 and 272, which have been signed by a representative of the disbursing office. Apparently these receipted copies pertain to the files of your office.

The Bureau received one additional copy of schedule No. 270 which it forwarded to the General Accounting Office. Please supply the Bureau with another copy of schedule No. 270 and two copies of schedule No. 272.

Very truly yours,

Director of the Mint.

H:d F

Inclosures.

RG104 E-235 Vol 494

May 19, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of May 16th, asking that arrangements be made to have a committee represent me in withdrawing 500,000 circulated silver dollars from Vault E, Cage 1, sealed April 26, 1937, in order to have a sufficient stock available to meet the present and future demands for shipments of this denomination.

I designate Mr. James R. Byrnes of the Customs Service and Mr. George H. Tolman of the Veterans Administration in your city, to represent me in the breaking of the seal and the resealing of the same. Please communicate with the respective official superiors of these two men, requesting that their services be supplied to you for this special duty. It is understood that the time required will be very brief.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

May 20, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Chief Clerk in Charge, U. S. Bullion Depository, Ft.Knox,Ky.

Dear Sir:

Enclosed is a copy of Departmental Circular No. 107, Supplement No. 4, regarding dates of births for employees in reports to the Commission on changes in civilian personnel.

It is requested that, hereafter, you note in the recommendation the date of birth of the person for whom you are requesting a promotion, change in status, transfer, etc. This should be done for both the regular and emergency employees.

In connection with the above, the Appointment Division requests that you have each of your Civil Service employees fill out one of the enclosed personnel history statements. Please return the completed forms as soon as possible as the Appointment Division is preparing a report to the Commission on the dates of birth of Treasury Employees. In many instances, especially in the cases of older employees, these statements have never been filed.

Very truly yours,

Acting Director of the Mint.

Enclosures

MDM

RG104 E-235 Vol 494

May 21, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Post Office Department has requested an abstract of the official service record of the following men who were employed in the Philadelphia Mint: Wesley B. Ashmen, Guard and Clerk; Thomas D. Rowley, Helper; Thomas J. Young, Helper.

In the case of Wesley B. Ashmen no record of his service can be located in the Bureau. For Thomas D. Rowley, our record shows the date of his appointment as a temporary helper at $4.50 per diem on October 13, 1921, but does not show the date of separation. For Thomas J. Young, our record shows only one appointment as temporary helper at $4.50 per diem from October 4, 1921 to November 15, 1921. He claims service as a roller at $4.50 per diem from June, 1922 to December, 1922.

If you have the above records, will you please furnish them to this Bureau on the enclosed forms 13. The dates of birth should also be furnished if you have them.

Very truly yours,

Acting Director of the Mint.

MDM

RG104 E-235 Vol 494

May 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will be authority for you to proceed with the following coinage for the Government of Colombia, this coinage to be executed on the terms indicated in your letter of March 29, 1938:

Denomination	No. of Pieces	Cost per M
1 Centavo	7,920,174	$2.50
2 Centavos	3,872,348	2.75
3 Centavos	3,867,026	3.00

very truly yours,

n. m. O'Reilly

Acting Director of the Mint.

O'R/eh

May 24, 1938

Contingent Expenses, Office of
Director of the Mint, 1938 - 28502

Superintendent,
United States Mint,
Philadelphia, Pa.

Revalue today May twenty fourth without fail at usual rates six hundred thousand fine ounces newly mined domestic silver bullion with usual treatment in accounts and usual report procedure for like transactions.

M. M. O'Reilly,
Acting Director Mint

F-S

May 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find for your information and guidance copies of amendment to Joint-Sealing Vaults regulations, Form 8900.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

✓
F:C

Enclosures (2)

May 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find for your information and guidance copy of a letter sent today to Mr. George H. Talmon and Mr. James R. Byrne.

Very truly yours,

Director of the Mint.

F:d
Enclosure.

May 26, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

The Appointment Division has forwarded to you today a blank form of bond to be executed by Mr. Dowd as Assayer. Please have this bond executed as promptly as possible and returned to the Department. Upon notification by the Department that the bond has reached here and has been approved, please deliver to Mr. Dowd his commission and have him take the oath of office.

A blank form of oath has been forwarded together with the commission and affidavit.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

May 27, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find for your information and guidance copy of Joint-Sealing Vaults, Amendment to Form 3901, also copy of Joint-Seal Certificate - Special, Form 8902B.

Additional copies of these forms will be forwarded after they have been printed.

Very truly yours,

Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

May 27, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am in receipt of a letter from Hon. A.W. Hall, Director of the Bureau of Engraving and Printing, in which he states that three engineers of that Bureau will be in Philadelphia on or about June 2nd on official business and are desirous of visiting the Philadelphia Mint.

This letter is being written with the request that you show these men the courtesies of your institution and enable them to witness the operations of the Mint.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

May 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Annual Settlement is to start June 15th and the following persons have been designated to serve on that Committee at your institution:

T. J. Quirk, Chairman, Bureau.
Seymour L. Peltyn, New York.
A. C. Probey, Bureau.
Wm. Lee Anderson, New York.

Very truly yours,

Acting Director of the Mint.

O'R/eh

May 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing travel orders for Mr. Shook, who has been designated to serve as Chairman of the Settlement Committee at New York, and Mr. Loser, who is to be a member of the same Committee.

Will you please deliver these letters to the members of your staff named above.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

Inclosures.
O'R/eh

I M M E D I A T E

May 31, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY MAY THIRTY-FIRST WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND NINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

H:d F

RG104 E-235 Vol 494

June 1, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of May 31st, you are authorized to purchase from the American Gas Furnace Company, six sets of fire-brick linings for your #2 Assay muffle furnaces, at the rate of $30.00 per set, less 1% 10 days.

It is understood that three bids were received, two being identical and the third higher. The highest bid was disregarded and lots drawn to ascertain which of the two identical low bids received the award.

Very truly yours,

Director of the Mint.

O'R/eh

Government Facilities

June 2, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Relet April 26th re air mail carried during certain period your report not yet received STOP When may we expect it.

Nellie Tayloe Ross,
Director of the Mint.

OR

June 3, 1938

Mr. Timothy J. Quirk,
Chairman, Settlement Committee, Philadelphia Mint,
Bureau of the Mint,
Washington, D. C.

Dear Sir:

The Annual Settlement of the United States Mint at Philadelphia is to begin June 15, 1938. You have been designated to act as Chairman of the Committee.

The basis of the settlement will be a statement on Form 976, to be furnished by the Superintendent, certified to as to its correctness by the Bookkeeper, of the balances of gold and silver bullion, coin and other moneys on hand per the books of account, as of the close of business June 30, 1938, and before making entry therein of the gains and losses. Gains or losses will be determined by the relation of this statement to the inventory of bullion and moneys found by the Committee to be actually present.

As early as practicable in the settlement you should make arrangements with the Superintendent regarding date for closing deposit receipts for the settlement period and discontinue payments for deposits, in order to permit definite determination, as of close of settlement, between bullion forming part of the balance as shown by the bookkeeper's records, and that on memorandum for subsequent entry by the bookkeeper.

Bullion and coin that are now under unimpaired joint seals will be accepted by the Committee at their joint-seal weights and values. All bullion on hand not under unimpaired joint seal will be weighed and computed by the Members of the Committee, except the refined silver bars received under the following classifications: Newly mined domestic silver received under Executive Proclamation, Nationalized silver received under Executive Proclamation, Purchase Act silver received under the Silver Purchase Act of 1934, and silver received in trust for other governments than that of the United States. These refined silver bars will be accepted and reported by the Committee without verification, on the basis of the weights and values carried in the accounts. All the coin and moneys on hand not now under unimpaired joint-seal will be weighed and/or counted by you to ascertain if the amounts called for by the books are on hand. In verifying coin that may be stored in bags it should not be necessary to open every bag and count its contents; a test bag taken from time to time and counted, in connection with weighing each bag of silver coin for agreement with the weight shown on its tag, if such weight reasonably approximates the legal weight of its stated contents, should give satisfactory results. When large refined gold

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bars are for verification by the Settlement Committee, those that can be visibly-checked with the schedules may be accepted by the Committee on the basis of occasional test weighing of one or more bars if, in the opinion of the Chairman of the Committee, such verification adequately supports the scheduled amounts. Paper currency should be counted piece by piece. If the Superintendent desires that any coin or bullion verified by the Settlement Committee be placed under joint-seal, you will represent this office in such action.

Some of the Mint institutions or accountable officers thereof may be holding bullion and other cash assets not pertaining to regular mint service business. Such of these assets as are mingled with regular mint assets will be reported on Forms 1068 or 1068-A as pertinent; e.g., metal held for manufacture of foreign coin. The Committee will report all other such assets on a separate unprinted sheet to be labeled by you form 1068-C and to accompany the other No. 1068 series sheets. Examples of such assets for reporting on form 1068-C are those held by the Agent-Cashier for the Disbursing Office, any employees' general welfare funds, and any other Government or non-Government funds. The holders of such assets should be listed, with the name of the fund or activity concerned, and its general purpose, and the amount thereof. Assets mentioned in this paragraph should be verified by the Committee in the manner prescribed for verifying other assets.

If bars have been issued as advance payments on bullion deposits for which full payments have not been made, the Committee should check the receipts for such issues against the record of the corresponding deposits received.

If there is circulated coin on hand that has not been nor can be reviewed and verified in the usual way by the Mint employees in time for regular Committee check before completion of the settlement, schedules thereof, prepared from receipt records, by lots received, will be supplied by the Superintendent to the Committee and the Committee will check each lot, by identification marks attached to the containers, with such schedules, and accept the values thereof on the basis of the scheduled shipper's declared values. Bullion on hand for subsequent entry by the bookkeeper should be visibly-checked with receipt records by the Committee to insure that none has been erroneously included with the assets comprising the values which have been taken into the bookkeeper's accounting record.

The Committee's schedules, when wholly or partly checked, will remain continuously under the immediate control of the Committee, including any intervals when possible amendments or corrections are being made. Committee members should initial all working papers, schedules, and recapitulations as to the work performed by them, and if any corrections are made on the schedules, such corrections should likewise be initialed by a member of the Settlement Committee. Detailed description of the duties connected with joint-sealing operations, as per circular "Joint-sealing Vaults - General", Mint Service Form 8900 (copy herewith) is hereby made a part of thiscommunication for guidance of the Settlement Committee.

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In weighing the bullion delivered in settlement you will carefully note the character and quality of the same; wherever necessary, you will take samples for check assay, but it should be noted that chip and drill samples of brittle bullion, so-called "white gold", or bullion over 50 in base metals, are liable to give assays differing from the reported finenesses.

Minor coinage metal wastages, as certified to you by the Superintendent from his operative records and other authoritative data, if any, will be accepted and incorporated by you in your report. If visual inspection of the minor metal stocks on hand, considered in connection with the quantities thereof called for by the records, in your opinion warrants physical verification of same, your recommendation to that effect, with the reasons therefor, may be incorporated in your report.

This office is requesting the Treasurer of the United States to mail to you depositary statements for each of the Superintendent's checking accounts, showing balances therein, to the latest practicable date that will permit their reaching you not later than June 29th. These balances should be reconciled by the Committee with the balances shown by the record of checks issued.

You are directed to make inquiry into the possible sources of gain and loss of bullion in the different divisions of the institution, from the amount charged thereto per the bookkeeper's and other records; stating so far as practicable, the results of mass melting, the quantity of silver not paid for in gold deposits containing less than 8 thousandths of silver, and the results from all other sources of gain and loss that may come to your notice. Please reconcile these figures, giving estimates where necessary, with the net gains and losses for the year, and indicate whether such differences reasonably reflect normal expectations, for the quantity of metal operated upon.

As required during the course of the settlement, you will obtain from the officers concerned, schedules of the material in their possession, for use in checking material as delivered to you and for filing with your report. The detail sheets should bear the Assayer's "OK" as to fineness, and should be so labeled, arranged, and recapitulated by the Committee as to permit ready identification, by reference to the supporting sheets, of items in your report.

If matters of uncertainty pertinent to the settlement or to joint-sealing of vault compartments come to attention, they should be communicated to the Bureau with full explanation, for further instructions.

The Committee report should be accompanied by a schedule, or schedules, of bullion and coin accepted by the Committee as being under joint seal, indicating the locations or compartment numbers, and amounts of the specified classifications contained in each. Similar schedules should be supplied for indicating location of the several lots of refined silver, with their classifications if available, that are accepted by the Committee on the basis of book records.

Before closing the settlement you will obtain from each officer a certificate of delivery of material on Form 986. You will also obtain from each officer in possession of coin, or gold or silver bullion, not charged to him

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in the accounts, statements as to source, quantity on hand (which will be verified), and purpose of holding the same.

The Committee's report will consist, principally, of Forms 1068, 1068-A and 1068-B, or typed sheets which may omit unused items but must in all other respects conform thereto, showing amounts on hand, wastages, etc., figures being filled therein from the Committee's working data. Form 1068 of the Settlement Committee's report should be amplified by indicating thereon the bookkeeper's certified amount of any reimbursable loss on melting gold coin, or on coin for recoinage, etc., in the space following the item "coin for recoinage". These forms (printed) will be supplied to each institution. They should be completely prepared, signed, and forwarded to the Director of the Mint in duplicate, one copy of which the Bureau will forward with the account current for the corresponding period, to meet the requirements of the General Accounting Office. While these forms pertain essentially to the Committee's report, space is provided for the Superintendent of the institution to evidence his agreement therewith. If for any reason the Superintendent disagrees with the Committee's findings, in lieu of signing the form with which he is in disagreement his explanation of such disagreement will be forwarded by him to the Bureau, in duplicate. The Committee's report should also include all schedules and other working papers, including used sheets from memobooks, if any (should be removed from books and labeled for identification), and additional pertinent data, such as amounts placed under joint-seal, results of inquiry into sources of gain and loss, an affirmative statement that all instructions for the conduct of the settlement were observed, with justification for exceptions, if any, and other matters of consequence coming to the attention of the Committee.

A copy of the Committee's report should be delivered to the Superintendent of the Mint, and a copy should be retained by the Chairman. Other copies than those herein specified should not be made, since this is an important official document.

It is expected that each Settlement Committee member will become familiar with these directions as they affect the duties assigned him by the Chairman, and that the Chairman will be diligent in supervising the work, and seeing that directions are understood and observed. It is suggested that the settlement directions be read aloud and discussed for clarification of understanding by the Committee members, before starting the work.

Very truly yours,

Director of the Mint.

Enclosures:

1 copy 8900
1 copy 8900 Supplement.
1 copy 8901 Supplement.

RG104 E-235 Vol 494

June 3, 1938.

Mr. Clarence R. Shook,
Chairman, Settlement Committee, New York Assay Office,
% United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Annual Settlement of the United States Assay Office at New York is to begin June 15, 1938. You have been designated to act as Chairman of the Committee.

The basis of the settlement will be a statement on Form 976, to be furnished by the Superintendent, certified to as to its correctness by the Bookkeeper, of the balances of gold and silver bullion, coin and other moneys on hand per the books of account, as of the close of business June 30, 1938, and before making entry therein of the gains and losses. Gains or losses will be determined by the relation of this statement to the inventory of bullion and moneys found by the Committee to be actually present.

As early as practicable in the settlement you should make arrangements with the Superintendent regarding date for closing deposit receipts for the settlement period and discontinue payments for deposits, in order to permit definite determination, as of close of settlement, between bullion forming part of the balance as shown by the bookkeeper's records, and that on memorandum for subsequent entry by the bookkeeper.

Bullion and coin that are now under unimpaired joint seals will be accepted by the Committee at their joint-seal weights and values. All bullion on hand not under unimpaired joint seal will be weighed and counted by the Members of the Committee, except the refined silver bars received under the following classifications: Newly mined domestic silver received under Executive Proclamation, Nationalized silver received under Executive Proclamation, Purchase Act silver received under the Silver Purchase Act of 1934, and silver received in trust for other governments than that of the United States. These refined silver bars will be accepted and reported by the Committee without verification, on the basis of the weights and values carried in the accounts. All the coin and moneys on hand not now under unimpaired joint-seal will be weighed and/or counted by you to ascertain if the amounts called for by the books are on hand. In verifying coin that may be stored in bags it should not be necessary to open every bag and count its contents; a test bag taken from time to time and counted, in connection with weighing each bag of silver coin for agreement with the weight shown on its tag, if such weight reasonably approximates the legal weight of its stated contents, should give satisfactory results. When large refined gold

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bars are for verification by the Settlement Committee, those that can be visibly-checked with the schedules may be accepted by the Committee on the basis of occasional test weighing of one or more bars if, in the opinion of the Chairman of the Committee, such verification adequately supports the scheduled amounts. Paper currency should be counted piece by piece. If the Superintendent desires that any coin or bullion verified by the Settlement Committee be placed under joint-seal, you will represent this office in such action.

Some of the Mint institutions or accountable officers thereof may be holding bullion and other cash assets not pertaining to regular mint service business. Such of these assets as are mingled with regular mint assets will be reported on Forms 1068 or 1068-A as pertinent: e.g., metal held for manufacture of foreign coin. The Committee will report all other such assets on a separate unprinted sheet to be labeled by you form 1068-C and to accompany the other No. 1068 series sheets. Examples of such assets for reporting on form 1068-C are those held by the Agent-Cashier for the Disbursing Office, any employees' general welfare funds, and any other Government or non-Government funds. The holders of such assets should be listed, with the name of the fund or activity concerned, and its general purpose, and the amount thereof. Assets mentioned in this paragraph should be verified by the Committee in the manner prescribed for verifying other assets.

If bars have been issued as advance payments on bullion deposits for which full payments have not been made, the Committee should check the receipts for such issues against the record of the corresponding deposits received.

Bullion on hand for subsequent entry by the bookkeeper should be visibly-checked with receipt records by the Committee to insure that none has been erroneously included with the assets comprising the values which have been taken into the bookkeeper's accounting record.

The Committee's schedules, when wholly or partly checked, will remain continuously under the immediate control of the Committee, including any intervals when possible amendments or corrections are being made. Committee members should initial all working papers, schedules, and recapitulations as to the work performed by them, and if any corrections are made on the schedules, such corrections should likewise be initialed by a member of the Settlement Committee. Detailed description of the duties connected with joint-sealing operations, as per circular "Joint-sealing Vaults - General", Mint Service Form 8900 (copy herewith) is hereby made a part of this communication for guidance of the Settlement Committee.

In weighing the bullion delivered in settlement you will carefully note the character and quality of the same; wherever necessary, you will take samples for check assay, but it should be noted that chip and drill samples of brittle bullion, so-called "white gold", or bullion over 50 in base metals, are liable to give assays differing from the reported finenesses.

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This office is requesting the Treasurer of the United States to mail to you depositary statements for each of the Superintendent's checking accounts, showing balances therein, to the latest practicable date that will permit their reaching you not later than June 29th. These balances should be reconciled by the Committee with the balances shown by the record of checks issued.

You are directed to make inquiry into the possible sources of gain and loss of bullion in the different divisions of the institution, from the amount charged thereto per the bookkeeper's and other records; stating so far as practicable, the results of mass melting, the quantity of silver not paid for in gold deposits containing less than 8 thousandths of silver, and the results from all other sources of gain and loss that may come to your notice. Please reconcile these figures, giving estimates where necessary, with the net gains and losses for the year, and indicate whether such differences reasonably reflect normal expectations, for the quantity of metal operated upon.

As required during the course of the settlement, you will obtain from the officers concerned, schedules of the material in their possession, for use in checking material as delivered to you and for filing with your report. The detail sheets should bear the Assayer's "OK" as to fineness, and should be so labeled, arranged, and recapitulated by the Committee as to permit ready identification, by reference to the supporting sheets, of items in your report.

If matters of uncertainty pertinent to the settlement or to joint-sealing of vault compartments come to attention, they should be communicated to the Bureau with full explanation, for further instructions.

The Committee report should be accompanied by a schedule, or schedules, of bullion and coin accepted by the Committee as being under joint seal, indicating the locations or compartment numbers, and amounts of the specified classifications contained in each. Similar schedules should be supplied for indicating location of the several lots of refined silver, with their classifications if available, that are accepted by the Committee on the basis of book records.

Before closing the settlement, you will obtain from each officer a certificate of delivery of material on Form 986. You will also obtain from each officer in possession of coin, or gold or silver bullion, not charged to him in the accounts, statements as to source, quantity on hand (which will be verified), and purpose of holding the same.

The Committee's report will consist, principally, of Forms 1068, 1068-A and 1068-B, or typed sheets which may omit unused items but must in all other respects conform thereto, showing amounts on hand, wastages, etc., figures being filled therein from the Committee's working data. Form 1068 of the Settlement Committee's report should be amplified by indicating thereon the bookkkeeper's certified amount of any reimbursable loss on melting gold coin, or on coin for recoinage, etc., in the space following the item "coin for recoinage". These forms (printed) will be supplied to each institution. They

should be completely prepared, signed, and forwarded to the Director of the Mint in duplicate, one copy of which the Bureau will forward with the account current for the corresponding period, to meet the requirements of the General Accounting Office. While these forms pertain essentially to the Committee's report, space is provided for the Superintendent of the institution to evidence his agreement therewith. If for any reason the Superintendent disagrees with the Committee's findings, in lieu of signing the form with which he is in disagreement his explanation of such disagreement will be forwarded by him to the Bureau, in duplicate. The Committee's report should also include all schedules and other working papers, including used sheets from memo books, if any (should be removed from books and labeled for identification), and additional pertinent data, such as amounts placed under joint-seal, results of inquiry into sources of gain and loss, an affirmative statement that all instructions for the conduct of the settlement were observed, with justification for exceptions, if any, and other matters of consequence coming to the attention of the Committee.

A copy of the Committee's report should be delivered to the Superintendent of the Mint, and a copy should be retained by the Chairman. Other copies than those herein specified should not be made, since this is an important official document.

It is expected that each Settlement Committee member will become familiar with these directions as they affect the duties assigned him by the Chairman, and that the Chairman will be diligent in supervising the work, and seeing that directions are understood and observed. It is suggested that the settlement directions be read aloud and discussed for clarification of understanding by the Committee members, before starting the work.

Very truly yours,

Director of the Mint.

Enclosures:

1 copy 8900
1 copy 8900 Supplement.
1 copy 8901 Supplement.

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June 3, 1938.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated June 1, 1938, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

Director of the Mint.

F-S
Encl.

June 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of May 31st, in which you refer to a copy of a letter from the Central Hanover Bank and Trust Company dated May 18th, and forwarded to you on May 27th, relative to an application for a drawback on account of the use of nickel for the Colombian Government.

Your correspondence was submitted to the Bureau of Customs and this Bureau has been advised that there is nothing further for us to do. It is understood that the Bank is conforming to the requirements and that you will co-operate with them.

In your letter of May 31st you state that the Bank has filled in and signed Customs Form 7511-A.

We are returning the copies of 1935 correspondence forwarded with your letter.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

Inclosures.
/

RG104 E-235 Vol 494

I M M E D I A T E

June 6, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JUNE SIXTH WITHOUT FAIL AT USUAL RATES FIVE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

June 6, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

I am inclosing correspondence received from the Superintendent of the U. S. Assay Office at New York, relative to the preparation of badges for the West Point Depository and the New York Assay Office. A sketch is attached.

If this is the same type of badge you are making for other offices the request is approved. However, I do not consider that it would be necessary to have a special design made for this group if you can utilize the design already prepared for other Mint institutions.

Please advise the Bureau in this respect in order that New York may be informed.

Very truly yours,

Director of the Mint.

Inclosures.
/

June 6, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

There is forwarded you today, by registered mail, the following:

Standard silver scrap -----	132.00	ounces.
1 fine silver bar ---------	29.44	"
1 " " " ----------	34.40	"
1 " " " ----------	34.25	"

Of this metal the 132.00 oz. standard scrap and 73.835 fine ounces contained in the silver bars should be credited as standard subsidiary metal.(subsidiary coining value $266.30.)

The following amounts should be credited to San Francisco, Philadelphia and Denver, being the values resulting from special assay coins forwarded to the Bureau up to and including April 30, 1938.

San Francisco ---------	$ 46.10
Philadelphia ----------	185.50
Denver ----------	34.70
Total ---	$266.30

Please forward the Bureau the silver balance from the above bars in the form of 200 mg. inquartation discs.

Very truly yours,

Director of the Mint.

Q.

June 7, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The collection charges for execution of part of the order for Colombian coin have made it possible to allocate an additional sum for your use in procuring needed equipment.

Supplementing Bureau letter of April 25, 1938, the total net encumbrances you are authorized to create for the entire fiscal year 1938 under the appropriation Salaries and Expenses, Mints and Assay Offices, are increased from $558,900 to $565,000. This is an increase of $6,100, which may be used for procuring of needed equipment.

Very truly yours,

Director of the Mint.

Ed

RG104 E-235 Vol 494

June 8, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

Please convey to Mr. McGowan acknowledgment of his communication of May 24th and say to him that I am much interested in it. I will present his views to the proper authorities at the earliest possible moment.

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

June 8, 1938.

The Pennsylvania RR Co.,
Philadelphia, Pa.

Dear Sirs:

I am returning your bill No. 2,361,608, $10.70, with the request that Transportation Request No. 105,638, be detached and separately billed to the Division of Bookkeeping and Warrants, Treasury Department, Washington, DC. Your bill supported by request No. 105,433 should be returned to this office for payment.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

P T

RG104 E-235 Vol 494

June 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In response to your inquiry of June 9th, The Superintendent at San Francisco has advised the Bureau that the width of the finished strips are as follows:

Dollars	-	1-11/16th inches
Halves	-	2-1/2 inches
Quarters	-	2 inches
Dimes	-	1-1/2 inches
Nickels	-	2-5/8ths inches
Cents	-	3-1/8th inches

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 10, 1938.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

The Washington Disbursing Officer has been requested to transfer to the Philadelphia regional officer the following amounts for your use during the fiscal year 1938.

Salaries and Expenses, etc., 4,000.00
Expenses, Silver Purchase, etc 34,000.00

Under the Salaries and Expenses appropriation the balance, $15,000.00, plus the additional $6100.00, which you have been authorized to encumber will be advanced to you later in the month, or as soon as available.

Very truly yours,

Director of the Mint.

P F

RG104 E-235 Vol 494

June 10, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

April Memorandum of Bullion Received No. 6713 is returned for correction of the stated weight; the written amount reads "seventeen and 10/100 oz." and the numerals "75.10 oz." The assay report shows the weight before melting as 75.10 oz.

Please forward copies of C.D.s Nos. 393, 394, and 395, as they apparently have not heretofore been received by the Bureau.

Very truly yours,

Director of the Mint.

F:d

Enclosure.

RG104 E-235 Vol 494

I M M E D I A T E

June 14, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JUNE FOURTEENTH WITHOUT FAIL AT USUAL RATES FIVE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

H:d

June 14, 1938

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement for the following charges for electric current consumed at your institution:

Period 1938	Description No.	Pres.	Prev.	Const.	KWH	Amount	Warrant No.	Approp. Symbol
1/21-2/21	518MC1	7017	6202	100	81500			
	515MC208	2682	2607	100	7500			
					89000	$1,483.16	4808P	28510
	Limits 560 KW/840 KVA, registered demand 616.0 K.W., power factor 99.9%							
2/21-3/24	518MC1	7873	7017	100	85600			
	515MC208	2882	2682	100	20000			
					105600	1,733.04	5539P	28510
	Limits 560/KW/840 KVA Registered demand 728.0 K.W. Power factor 99.9%							
				Total		3,216.20		

The above amounts are chargeable to the current appropriations as indicated by the symbol numbers.

If these settlements liquidate encumbrances already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in Bureau letter of October 29, 1937.

Very truly yours,

N. M. O'Reilly

Director of the Mint.

D P

RG104 E-235 Vol 494

June 11, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Superintendent, U. S. Assay Office, 32 Old Slip, New York, N. Y.,
Assayer in Charge, U. S. Assay Office, Seattle, Washington,
Assayer in Charge, U. S. Mint, New Orleans, La.

Dear Sir:

In the interest of uniformity throughout the Mint field and to promote efficiency, the following instructions are offered in reference to certain technical procedures at your institution. They comprise in the main the recommendations of the Mint Assayers' Conference recently held at the New York Assay Office:

SWEEPS: Melters' and Refiners', Coiners' and Superintendents' sweeps are to be prepared for sampling and disposal under the direction of the Superintendent; they shall be ground so that all will pass through a 14 square mesh sieve. After a particular lot has been reduced to this 14 mesh fineness it shall be the duty of the Assayer to see that a representative sample is taken and such sampling must be done under his direction and supervision. The sample shall be obtained by repeated mixing and coning until an approximate 100-pound residue results. One-half of this sample shall be suitably prepared and reduced by careful mixing and pulverizing and then divided into two assay samples of at least 100 mesh fineness and weighing approximately one pound, respectively. In the process of such reduction all metallics must be removed and separately assayed. The resulting fines must be assayed by both the crucible fusion method and some modification of the scorification method and the comparative results submitted to the Director of the Mint. The two assay samples shall be assayed independently. The untreated 50-pound portion shall be held as a reserve sample, and in the event that concordant assays are not obtained on the above mentioned two assay samples, this reserve sample shall be prepared for assay in accordance with the above described method and used for check assays.

Proofs containing the same amounts of gold, silver and lead, as indicated by preliminary assays, must be run from the scorification stage of the crucible assays through the cupellation and parting operations, and the necessary corrections shall be made upon all sweeps.

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MOISTURE: The sample for the determination of moisture shall be obtained at the time the sweeps are bagged and weighed, by taking grab samples from about the pile after thorough mixing and before quartering. Moisture shall be determined upon two samples, of at least ten ounces each, to be taken from the grab samples and dried separately at a temperature of 105 to 110 degrees Centigrade to constant weight.

Sweeps resulting from the operations of the Seattle Assay Office and the New Orleans Mint shall be forwarded to a Mint, designated by the Director of the Mint, for preparation and assaying before inviting bids.

CEMENT COPPER RESIDUES: Must be assayed for gold, silver, platinum, palladium, iridium and copper.

NICKEL-BRONZE COINAGE ALLOYS: The Assayer at each Mint shall check the fineness of these alloys by assaying at least one melt of the respective alloys per week. It is suggested that more frequent control assays be made by determining the copper content of the nickel alloy and obtaining the nickel by difference. Copies of the results of the weekly assays shall be forwarded to the Director of the Mint.

PROOF GOLD: In order to conserve the supply of fine proof gold each Assayer must, whenever practicable, use Mint fine gold for correcting base metal assays and proximate assays.

STANDARD ASSAY WEIGHTS: All standard weights shall be forwarded to the Bureau of Standards for calibration at least every second year. All new working weights should be purchased subject to acceptance after verification by the Bureau of Standards.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 16, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of a plaster model for a new profile portrait of the Secretary of the Treasury and you will be advised in regard to this model later.

Very truly yours,

Director of the Mint.

/

June 17, 1938.

Mr. Timothy J. Quirk,
Chairman, Settlement Committee,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Replying to your letter of June 16, 1938, it is requested that the circulated silver dollars which the Superintendent desires to have impounded under joint seal be weighed for agreement with the weights shown on the tags attached to the bags, with any further necessary verification in case the weights vary materially therefrom.

While it is understood that these silver dollars were verified by the previous settlement committee, they have remained free from joint seal during the past fiscal year and since they are now to go under joint seal, probably for a long period, it is considered advisable that they be verified in the manner above described.

If there are additional uncurrent silver dollars to be joint sealed, which have been received during the current fiscal year, they should have been reviewed by the Philadelphia Mint and be checked by the Settlement Committee in the manner above described.

Very truly yours,

Director of the Mint.

F:d

June 18, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado,
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana,
Assayer in Charge, United States Assay Office, Seattle, Washington.
Chief Clerk in Charge, United States Bullion Depository, Ft. Knox, Ky.

Dear Sirs:

Attention is invited to letter of the Acting Comptroller General dated June 2, 1938, which indicates that with regard to certain certifications, pertaining to purchases, prescribed in his communication of April 2, 1938, certification that tax exemption certificates have been received will not be required.

It is therefore suggested that the rubber stamps recently supplied you relative to the usual certification that the above bill is correct and just, etc., be amended by elimination of the last few words, contained on the rubber stamp, namely: "and that tax ememption certificates therefor have been received." This wording can be cut off the stamp by use of a sharp knife.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

I M M E D I A T E

June 21, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA

REVALUE TODAY JUNE TWENTY-FIRST WITHOUT FAIL AT USUAL RATES NINE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d
O'R/eh

Government Facilities

June 22, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Authorized to accept proposal Peerless Monorail Company to supply your Mint with one gib boom at 143 dollars lowest of 4 bids received.

Nellie Tayloe Ross,
Director of the Mint.

RG104 E-235 Vol 494

June 22, 1938.

Timothy J. Quirk, Chairman Settlement Committee,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Supplementing Bureau letter of June 17, 1938, it is requested that the new silver coin be verified in the settlement in conformity with the instructions contained on Form 8900 - Joint-Sealing Vaults - General.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

F:d

RG104 E-235 Vol 494

June 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of June 22nd, you are authorized to purchase from Miller, Baip, Beyer and Company, 10,000 yards of 54-inch muslin, at $0.1162 per yard, net, to be used in the manufacture of coin bags.

It is understood that the above bid is the lower of two received, three solicited and is authorized with the provision that there are sufficient funds remaining in your allotment to make the purchase.

It is further understood that as the U. S. Textile Mill of the Federal Prison Industries does not manufacture this fabrice, no prior clearance for the purchase of the muslin is necessary.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of June 22, 1938, requesting authority to purchase two electric hoists. Your letter states that three bids were solicited and three received and that although the bid submitted by the W. H. Sink Iron Works is apparently low, they have not followed the specifications as outlined by you and you recommend that no consideration be given the bid. In view of this fact you recommend the award be made to the second lowest bidder, the Shepard Niles Crane & Hoist Corporation inasmuch as their bid adheres strictly to your specifications.

The purchase of these hoists from the second lowest bidder, at a cost of $371.00 each, is approved with the understanding that a sufficient balance remains in your allotment.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 23, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of June 22nd, you are authorized to purchase from the Nichols Copper Company 30,000 pounds copper, electrolytic cathode, at $0.09 per pound, net, with the understanding that sufficient funds remain in your allotment.

It is understood that the above is the lower of two bids received of four invited.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 24, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendations contained in your letter of June 22nd, you are authorized to accept the following proposals, it being understood that they are the lowest in each case, it being understood, also, that you have a sufficient balance remaining in your allotment:

1 portable belt sander, Porter Cable Machine Co., $167 less 2% 10 days.
1 32" centrifugal dryer, American Machine & Metals Inc., $1637 less 1%.
1 analytical balance, Christian Becker, Inc., $180.
30 magnetic push button controls, J. Edward Bolich, $2174.88.
4 ½ H. P. Comp. wound motors, J. Edward Bolich, $124.80 (total).
2 1 H. P. comp. wound motors, J. Edward Bolich, $233.60 (total).
2 1 H. P. series wound motors, J. Edward Bolich, $148.80 (total).
2 1 H. P. D. C. drum controls, Westinghouse Electric & Mfg. Co., $160.16 (total).
2 ½ H. P. D. C. drum controls, Westinghouse Electric & Mfg. Co., $154.88 (total).
3 A. C. floor circulators, Diehl Manufacturing Co., $112.50 less 2% (total).
13 sets gear guards, Buffalo Wire Works Co., $810 less 2% (total).
1 vertical single spindle borer, Delta Equipment Co., $667.
8 12" oscillating fans, Franklin Electric Co., $132 less 2% (total).
1 7½" geared scroll chuck, Delta Equipment Co., $96 less 2%.
1 Collet attachment set, Delta Equipment Co., $146 less 2%.
1 electric hand drill, Delta Equipment Co., $37.95 less 2%.
2 band saw guides, Delta Equipment Co., $25 less 2%.
12 veneering screws, complete, Delta Equipment Co., $75 less 2% (total).

Authority is also granted for the purchase of 3 Underwood typewriters, as follows: 1 Standard Master, 11" Carriage, $70; 1 Standard 14", $77.50, and 1 Standard 18", $87.50.

Payment for the above equipment is to be made from the appropriation "Salaries and Expenses, Mints and Assay Offices, 1938."

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 24, 1938.

Mr. Henry M. Rubin,
c/o United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Rubin:

I request that you accept a detail to the United States Depository at West Point, New York, effective July 1, 1938, to represent the Director of the Mint during the period that the transportation of silver is in progress from New York.

It is contemplated that your services will be required for a period of six or eight months. Transportation from Philadelphia to West Point and return will be furnished and a per diem of $3.50 will be allowed for subsistence.

This is an assignment which entails much responsibility. Your duty will be to verify invoices in connection with checking silver bars into the vaults, all in conformity with general written instructions which will be supplied by the Bureau to the Chairman of your group. I have chosen you because of my complete confidence in your qualifications and integrity.

I hope that you can comply and that you will find much interest in the work.

Yours very truly,

Nellie Tayloe Ross

Director of the Mint.

R:M

RG104 E-235 Vol 494

June 24, 1938.

Mr. Victor H. Harkin,
c/o United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Harkin:

I request that you accept a detail to the United States Depository at West Point, New York, effective July 1, 1938, to represent the Director of the Mint during the period that the transportation of silver is in progress from New York.

It is contemplated that your services will be required for a period of six or eight months. Transportation from Philadelphia to West Point and return will be furnished and a per diem of $3.50 will be allowed for subsistence.

This is an assignment which entails much responsibility. Your duty will be to verify invoices in connection with checking silver bars into the vaults, all in conformity with general written instructions which will be supplied by the Bureau to the Chairman of your group. I have chosen you because of my complete confidence in your qualifications and integrity.

I hope that you can comply and that you will find much interest in the work.

Yours very truly,

Director of the Mint.

R:M

RG104 E-235 Vol 494

TRANSMITTAL SPECIAL ASSAY COINS

MINT OF THE UNITED STATES

I M M E D I A T E

June 24, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938

SUPERINTENDENT,
UNITED STATES MINT
PHILADELPHIA, PA.

REVALUE TODAY JUNE TWENTY-FOURTH WITHOUT FAIL AT USUAL RATES NINE THOUSAND ONE HUNDRED SEVENTY-ONE AND FIFTEEN HUNDREDTHS OUNCES NATIONALIZED SILVER HAVING A MONETARY VALUE OF ELEVEN THOUSAND EIGHT HUNDRED FIFTY-SEVEN DOLLARS AND SIXTY-FIVE CENTS WITH SEGREGATION OF THIS MONETARY VALUE BETWEEN COST AND SEIGNIORAGE AND USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

H

RG104 E-235 Vol 494

June 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of June 24th, you are authorized to purchase 3,000 yards of twill, olive drab, 36" wide, from R. A. Humphry's Sons, at a price of $0.0875 per yard, net. It is understood that this was the lowest of three bids received of three solicited.

You state that clearance covering the purchase of this material has been obtained from the Federal Prison Industries, Inc.

Authority for this purchase is granted on the condition that you have sufficient funds remaining in your allotment to make the purchase.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

I M M E D I A T E

June 27, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JUNE TWENTY-SEVENTH WITHOUT FAIL AT USUAL RATES SEVEN HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

June 27, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Assay Office, Seattle, Washington.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Chief Clerk in Charge, United States Bullion Depository, Ft. Khox, Ky.

Dear Sirs:

Will you please prepare and forward to this Bureau, at an early date, your annual report on operations at your institution during the fiscal year ending June 30, 1938. The report should include the usual statistical data as well as description of any unusual features pertaining to the operations.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

June 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of June 27th, you are authorized to purchase from The Heusser Instrument Manufacturing Company, Salt Lake City, Utah, 2 assay balances, fully equipped, at a cost of $285.00 each, net, total cost $570.00.

It is understood that the above bid was the only one received of three solicited. Authority for the purchase is granted on the condition that you have sufficient funds remaining in your allotment.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In accordance with the recommendation contained in your letter of June 27th, you are authorized to purchase from the General Fireproofing Company, Washington, D. C., who are listed in Class 26, Furniture, General Schedule of Supplies, the following, it being understood you have sufficient funds remaining in your allotment to make the purchases:

1 Chair, swivel type, fixed-back, with arms (type IV); covered-seat; slat-back; with upholstered pad (class A); Walnut finish; f.o.b. Youngstown, O.....@ $25.80 ea.
Gen. Sch. Supplies Item No. 26-C-9530

3 Chairs, swivel type, fixed-back; with arms (type IV); covered-seat; upholstered back (class B); Walnut finish; f.o.b. Youngstown, O.....@ $26.30 ea.
Gen. Sch. Supplies Item No. 26-C-9630

2 Chairs, swivel type, fixed-back; without arms (type V); covered seat; upholstered back (class C); walnut finish; f.o.b. Youngstown, O.....@ $20.80 ea.
Gen. Sch. Supplies Item No. 26-C-9930.

This order is authorized with the understanding that you have sufficient funds remaining in your allotment to make the purchases.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

June 28, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Approved copies of the following approved contracts for services and supplies at your institution during the fiscal year beginning July 1, 1938, are enclosed:

Contract No.	Service or Supply	Contractor
T2m-408	Police Signal Service	City of Philadelphia
409	Gasses, hydrogen, etc.	Paschall Oxygen Company
410	Laundering towels	Phila. Toilet & Laundry Co.
411	Removing ashes, etc.	Timothy F. Callahan
412	Ice	Standard Ice Co.
413	Iron castings	Brinton Foundry Co. Inc.
414	Servicing fountains	Phila. Kelvinator Serv. Corp.

Very truly yours,

Director of the Mint.

F:d

Enclosures.

RG104 E-235 Vol 494

June 29, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

There is hereby allocated for your use during the first half of the fiscal year beginning July 1, 1938, the sum of $330,000 under the appropriation Salaries and Expenses, Mints and Assay Offices 1939, and the sum of $85,000 under the appropriation, Expenses, Silver Purchase and Gold Reserve Acts, Bureau of the Mint, Mints and Assay Offices, 1939. Your net encumbrances against these appropriations, during the period indicated, should not exceed these amounts, which include the cost of electric current for which settlement is made in Washington.

Use of the appropriation Expenses, Silver Purchase and Gold Reserve Acts will be for personnel only unless otherwise authorized at a later date.

The amounts now being allocated to the field offices are somewhat in excess of one-half of the total of each appropriation available for the fiscal year, and it would therefore appear advisable for you equitably to distribute them over the first half of the year, also to conserve their use for meeting possible needs during the last half of the fiscal year.

If it should become evident at any time during the first half of the fiscal year that the amounts above allocated will be insufficient to meet needs, the Bureau should be advised promptly of that fact, with information as to the cause of the apparent lack and estimate of additional amounts that will be needed, also explanation thereof.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

June 29, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Your request for the purchase of three noiseless typewriters, under the terms indicated in the General Supply Schedule and your letter of June 22nd, has been approved and this letter will confirm telephone communication of today.

Very truly yours,

W. H. O'Reilly

Acting Director of the Mint.

O'R/eh

Via Government Facilities

June 30, 1938

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.

Will be glad to approve your recommendation of transfer of Clark N. Stohl from position of Clerk-Stenographer, CAF-4, at $1,800 per annum on emergency roll of this Bureau, to position of Senior Clerk, CAF-5, at $2,000 per annum, effective July 1, 1938, on emergency roll of your institution STOP Please date recommendation June 25th.

Nellie Tayloe Ross

Director of the Mint.

RG104 E-235 Vol 494

July 1, 1938

Superintendent
United States Mint
Philadelphia, Pennsylvania

Dear Sir:

The next budget has been required this year earlier than usual. Please forward as soon as possible and not later than July 11th the usual budget data for the three fiscal years 1938, 1939, and 1940, under the usual symbolized expenditure classifications.

For the fiscal year 1938 net obligations incurred should be used. For the fiscal year 1939 keep your estimated appropriation totals within double the amount allocated by Bureau letter of June 29th for your use during June to December 1938, with separate itemization and detailed explanation for any prospective or proposed expense for which such amount will not suffice.

For the fiscal year 1940 your estimates should be the amounts actually necessary for operating the coining processes on a normal 8-hour basis as well as for the other normal business. If extraordinary expenses are anticipated in the fiscal year 1940, separately state and fully explain them. Justifying reasons should be given for each material variation of any 1940 item from its corresponding 1939 item.

Very truly yours,

Director of the Mint

July 5, 1938

Superintendent, United States Mint, Philadelphia, Pennsylvania,
Superintendent, United States Mint, Denver, Colorado,
Superintendent, United States Mint, San Francisco, California,
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana,
Assayer in Charge, United States Assay Office, Seattle, Washington,
Chief Clerk in Charge, United States Bullion Depository, Fort Knox, Ky.

Dear Sirs:

Reference is made to the Treasury Annual Appropriation Act for the fiscal year 1939, page 3 - end of first paragraph - which reads as follows:

> "Provided further, That section 3709 of the Revised Statutes (41 U.S.C. 5) shall not be construed to apply to any purchase or service rendered for the Treasury Department when the aggregate amount involved does not exceed the sum of $50."

This provision is not permanent law but expires with the close of each fiscal year unless reenacted. While it permits the purchase, without obtaining competitive written bids, of any materials or services costing, in the aggregate, not exceeding $50.00, the Bureau is of the opinion that the authorization should not be used indiscriminately, but with discretion - that, except when impractical or unreasonably burdensome, at least three quotations be solicited - written, oral, or by telephone - in the same manner as a prudent person would do if purchasing for himself.

When written quotations are not obtained the received quotations, with method of solicitation, should be noted on the Statement and Certificate of Award.

Very truly yours,

Director of the Mint.

F:d

July 5, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

I am enclosing correspondence from Mr. Theodore R. Evans, an emergency helper employed in the United States Mint in Denver, Colorado, who is being dropped from employment there.

Mr. Evans would like to be placed on your emergency list for consideration in the event it will be necessary to increase your force.

Attached also is a letter from Mr. Skinner, Superintendent at Denver, in Mr. Evans' behalf for your consideration.

Very truly yours,

Nellie Tayloe Ross

Director of the Mint.

Enclosures

R:M

IMMEDIATE

July 6, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JULY SIXTH WITHOUT FAIL AT USUAL RATES NINE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

July 6, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.
Superintendent, U. S. Mint, San Francisco, Calif.,
Superintendent, U. S. Mint, Denver, Colorado,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Depository, Fort Knox, Ky.

Dear Sir:

You have no doubt received, or will receive in a few days, a communication from the General Accounting Office dated June 27, 1938, in regard to certification as to "citizenship" and related requirements of appropriation acts for certain departments, establishments, and agencies.

The General Accounting Office requests that the following certificate of compliance appear on each payroll certified by you:

> "I further certify that employment of the persons named on the within .....(pay roll, pay voucher, or pay claim, as the case may be)..... is not prohibited by the so-called "citizenship" provisions of section(s) ... of the act(s) of ....., 1938, (Public .....), limiting the availability of the appropriation from which their salaries are to be paid."

A rubber stamp of the above certification has been ordered for you so that you may stamp each payroll. In case this stamp does not reach you in time for the July 1-15 payrolls, you may type in this certification near the space provided for the signature of the certifying officer, or elsewhere on the roll or voucher. For your information, the above prohibition was contained in Section 5, of the Act of March 28, 1938, (Public No. 453).

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

MDM

July 6, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, 32 Old Slip, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Depository, Fort Knox, Ky.

Dear Sir:

You are advised that the following order was signed by Mr. Stephen B. Gibbons, Acting Secretary of the Treasury, on June 30, 1938:

"Except as otherwise specifically provided, effective July 1, 1938, all employees of the Treasury in Washington and the Field, whose salaries are paid from the appropriations for Expenses, Emergency Banking, Gold Reserve and Silver Purchase Acts, 1938; Emergency Construction of Public Buildings, Acts of June 19, 1934, August 12, 1935, June 22, 1936, and August 25, 1937; and Emergency Relief, Treasury, Administrative Expenses, 1938, are hereby reappointed without change in position, grade or salary, for emergency work for such periods as their services may be required on such work and funds are available therefor, but not to extend beyond June 30, 1939, with salaries payable respectively from appropriations which may be available for similar purposes during the fiscal year 1939."

Very truly yours,

Acting Director of the Mint.

MDM

RG104 E-235 Vol 494

July 7, 1938.

Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Sir:

In regard to the appropriation from which Mr. Harkin and Mr. Rubin will be paid, you are advised that they will remain on the regular appropriation, "Salaries and Expenses, Mints and Assay Offices, 1939".

It will be necessary for you to forward their checks each pay day.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

MDM

July 7, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of notice of settlement by Warrant No. 6309P for the following charges for electric current consumed at your institution:

Period 1938	No.	Pres.	Prev.	Const.	KWH	Amount
3/24-4/25	513MC1	8677	7873	100	80400	
	515MC208	2975	2822	100	9300	
					89700	$1557.52

Limits 560 KW/840 KVA Registered demand 668.0 K.W.
Power Factor 99.9% Electric rate P.D.

The above amount is chargeable to the appropriation, Salaries and Expenses, Mints and Assay Offices, 1938, Symbol 28510.

If this settlement liquidates an encumbrance already set up, please report as such on your monthly appropriation transaction statement, in the manner suggested in Bureau letter of October 29, 1937.

Very truly yours,

Director of the Mint.

D P F

July 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Receipt is acknowledged of your letter of July 8th, requesting an interpretation of Section 10 of the Annual Leave Regulations dated March 25, 1938.

Section 10 applies to all employees who are in a leave-without-pay status, regardless of whether or not they have applied for such leave in advance, and also to those who have had an aggregate of thirty days leave-without-pay during the calendar year.

An employee who has had an aggregate of 29 days leave-without-pay during the calendar year will lose none of the 26 days allotted to him for the year. An employee who has been in a non-pay status for an aggregate of thirty days will lose 2 1/6 days from the total of 26 days. After thirty days, the accrual of leave is affected only when the leave-without-pay aggregates ten days, and for each aggregate period of ten days thereafter. Thus, an employee who works seven hours a day and who has been absent for forty days in a non-pay status would lose 2 days 6 hours and 10 minutes, and 5 hours for each additional aggregate period of ten days.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

R:M

July 11, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colo.,
Superintendent, U. S. Mint, San Francisco, Calif.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.

Dear Sir:

In order that chemical analyses may be obtained in the investigation of the various grades of bone ash now used in the Mint Service you are requested to forward to the Bureau a representative sample of the bone ash in use in the assay department of your Office.

This sample should weigh at least one pound and should be accompanied by a description of the grade, screen fineness, vendor's identification, and if possible the name of the manufacturer and a statement whether this particular ash is entirely satisfactory.

Very truly yours,

Director of the Mint.

Q Ash

RG104 E-235 Vol 494

July 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Herewith please find copy of a letter of this same date addressedto the New York Assay Office relative to the making of book transfers of silver bullion, for your information and guidance.

In making future transfers of unrefined bullion to the New York Assay Office, they should be credited out of the account "Silver Bullion - Ordinary".

In conformity with authorization of the Acting Secretary of the Treasury dated July 6, 1938, you are authorized to use in the manufacture of subsidiary silver coins all the silver bullion carried in your accounts under the heading of Nationalized Silver Bullion, without limitation as to amount thereof. When silver bullion is needed for use in manufacture of subsidiary coin, and silver resulting from the melt of other subsidiary coin is not available therefor, the coinage should be charged to the Nationalized Silver Bullion account until such silver has been entirely consumed.

Very truly yours,

Nellie Taylor Ross

Director of the Mint.

F:d

I M M E D I A T E

JULY 12, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA

REVALUE TODAY JULY TWELFTH WITHOUT FAIL AT USUAL RATES SIX HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS A.S.R.
DIRECTOR OF THE MINT.

F:d

July 11, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Assay Office, New York, New York.
Assayer in Charge, United States Mint, New Orleans, Louisiana.
Assayer in Charge, United States Assay Office, Seattle, Washington
Chief Clerk in Charge, United States Bullion Depository, Ft. Knox, Ky.

Dear Sirs:

For your information, there is given below a statement showing the decimal suffixes assigned by the General Accounting Office to apply to limitations under appropriations provided in the Treasury Department Appropriation Act, fiscal year 1939, approved March 28, 1938, for the activities of the Bureau of the Mint:

29510 Salaries and Expenses, Mints and Assay Offices, 1939..... $1,487,400

Limitations:
.001 All Other Expenditures..... $1,272,900
.002 Specimen and Rare Coins, and Ores, not Exceeding..... 1,000
.003 Expenses, Annual Assay Commission, not to exceed..... 500
.004 Transfer of Bullion to West Point Depository, not to exceed..... 213,000

29515 Expenses, Silver Purchase and Gold Reserve Acts, Bureau of the Mint, Mints and Assay Offices, 1939..... 750,000

Limitations:
.001 All Other Expenditures..... 682,500
.002 Personal Services, D.C., not to exceed..... 67,500

Very truly yours,

Director of the Mint.

P:d F

July 12, 1938

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of budget data forwarded with your letter of July 11, 1938.

The data supplied under the heading of "Non-personnel" is in consolidated form only. Will you please supply as soon as possible a break-down of the non-personnel items under each of the two appropriations involved - under each expenditure symbol.

Will you also please specify the principal items reported under the heading of "Washington items", totalling $20,155.06, on page C-10, and separately state them under each of the two appropriations.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

July 13, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1939

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

RE BUDGET DATA ITEM OF FIFTY-SEVEN THOUSAND SIX HUNDRED THIRTY-FOUR DOLLARS TWO CENTS SALARIES AND WAGES ADJUSTMENT BETWEEN THE TWO APPROPRIATIONS PLEASE FORWARD AMENDED SCHEDULES SHOWING FOR THE FISCAL YEAR 1938 UNDER EACH APPROPRIATION THE POSITIONS PAID FROM EACH.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

July 14, 1938.

Mr. Clarence R. Shook,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

You are requested to please forward to the Bureau the official "Annual Settlement Seal 1938", furnished you as Chairman of the recent Settlement at the New York Assay Office.

This seal will be destroyed as soon as it is received and a record of its disposition will be kept at the Bureau.

Very truly yours,

Director of the Mint.

c/ch

RG104 E-235 Vol 494

July 14, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Mr. Dressel:

I am enclosing a letter received from Mr. Roy Hawkins, who wishes to be reemployed at the Mint, and a copy of my letter to him for your consideration.

Very truly yours,

Director of the Mint.

Enclosures

R:M

RG104 E-235 Vol 494

July 15, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

You will concur in my feeling that all our Junior Assayers, being in a sub-professional class, should be on a per annum salary basis rather than on a per diem basis.

I am, therefore, recommending this change effective July 16th. It will entail no loss in pay to them. It will mean for most of them a slight increase in pay. I wish our appropriation justified a more substantial increase.

Very truly yours,

Director of the Mint.

R:M

July 15, 1936.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U. S. Mint, San Francisco, Calif.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Depository, Fort Knox, Ky.

Dear Sir:

You have given consideration, I am sure, to the recent Proclamation of the President which, as it relates to the Mint service, will bring under civil service all the employees on the emergency roll who receive the recommendation of their superiors. I therefore request that you, without delay, scrutinize with greatest care your emergency roll, weighing the merits of each emergency employee, and come to a conclusion concerning those you wish to make permanent and send your recommendation to me accordingly.

In those instances where noncompetitive examination is called for, we may assume that the experience of the employees will count so heavily as to qualify all as are recommended. It is expected that only those who would normally qualify for civil service in an assembled examination (clerks, stenographers, etc.) will have to take noncompetitive examinations. The remainder will probably be rated on form 375.

In reference to these people on the emergency roll, there will be, no doubt, pressure brought to bear upon you and me to favor some whose records do not justify their permanent employment. A grave obligation rests upon us to be entirely straightforward and conscientious in regard to each one even though by doing so we inflict hardships in some instances.

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

July 18, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Sir:

Your May voucher numbered 3-46992 is in favor of Consolidated Steel Warehouse Co., for metal shapes, $97.18. The base price, for 4 bars angle iron, given on item No. 48-A-2300, General Schedule Catalogue, is $0.0369 per pound while that used on purchase order and bill, is $0.0384; difference $0.0015 on 309 pounds, 46¢. Explanation is requested.

If there are no further encumbrances against the appropriations for the Cohen and Ellsworth medals it is suggested that the balances being carried by the disbursing office could be repaid into the Treasury.

Yours truly,

M. M. O'Reilly
acting Director of the Mint.

P-F-S

RG104 E-235 Vol 494

July 19, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This letter will be authority for you to accept the proposal of the Midvale Company to supply 1,000 lbs. of high-grade tool steel 2½" round and 1,000 lbs. of high-grade tool steel 3½" round, to be used for regular coinage dies. It is understood that eight concerns were invited to bid and that the time of delivery was a factor in the award recommended by you.

It is understood that the Midvale Company and the Carpenter Steel Company both stipulated immediate delivery. However, you recommend that the bid of the Midvale Company be accepted due to the excellent and satisfactory results obtained in using the Midvale steel in the past. Your recommendation has been approved on the strength of the known performance of the Midvale steel.

Very truly yours,

Director of the Mint.

/

I M M E D I A T E

July 20, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JULY TWENTIETH WITHOUT FAIL AT USUAL RATES THREE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

July 20, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Bureau is today in receipt of a telegram from the San Francisco Mint requesting the following: 20 obverse quarter dollar dies, 12 quarter dollar collars, 12 dime small collars and 12 dime large collars.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

O'R/eh

Government Facilities

July 21, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1939.

Superintendent, US Mint, Philadelphia, Pa.

Secretary of Treasury today approved designs submitted by Mr. Schlag for new nickel coin STOP Models expressed to you today.

M.M.O'Reilly,
Acting Director of the Mint.

OR

RG104 E-235 Vol 494

July 21, 1938.

Superintendent, United States Mint, Philadelphia, Pennsylvania.
Superintendent, United States Mint, Denver, Colorado.
Superintendent, United States Mint, San Francisco, California.
Superintendent, United States Assay Office, New York, New York.

Dear Sirs:

The Bureau has been advised to use in future the symbol 6321 for handling charges on gold bars sold, and symbol 6314 for handling charges on gold bullion deposits.

This is for your information and guidance.

Very truly yours,

Director of the Mint.

F:d

RG104 E-235 Vol 494

July 22, 1938.

Superintendent, U. S. Mint, Philadelphia, Pa.,
Superintendent, U. S. Mint, Denver, Colorado,
Superintendent, U.S. Mint, San Francisco, Calif.,
Superintendent, U. S. Assay Office, New York, N. Y.,
Assayer in Charge, U. S. Assay Office, Seattle, Wash.,
Assayer in Charge, U. S. Mint, New Orleans, La.,
Chief Clerk in Charge, U. S. Depository, Fort Knox, Ky.

Dear Sir:

As previously indicated to you, I have for some time given earnest consideration to the possibility of Mint employees in the field receiving the benefit of a 40-hour weekly working schedule.

The way, it appears, is now clear for the adoption, without curtailment of pay, of a 40-hour, 5-day work-week; that is to say an all-day holiday on Saturday and continuance of the present schedule of hours on other days of the week; the new policy to become effective September 1, 1938.

I shall appreciate it if you will convey to the employees in your institution, so far as possible, the great pleasure I find in announcing this innovation because I feel sure that it will contribute greatly to their happiness and well-being.

You will receive further instructions how to handle the adjustment of per diem pay.

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

July 22, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

You have in your files the application of Mr. C. H. Jenkins for the position of Machinist in your Mint. I have had letters from a number of people recently urging the appointment of Mr. Jenkins.

Do you at this time require any more machinists and have you investigated Mr. Jenkins' qualifications?

Very truly yours,

Director of the Mint.

R:M

RG104 E-235 Vol 494

July 22, 1938.

Mr. Edwin H. Dressel,
Superintendent,
United States Mint,
Philadelphia, Penna.

Dear Mr. Dressel:

I am enclosing a letter received from Mr. D'Ortone in regard to the political activity of Mr. DiPonziano and a copy of my reply to him.

I request that you report on this charge and take such steps as are necessary to see that there is no violation of either Civil Service or Treasury regulations with respect to this employee.

Very truly yours,

Director of the Mint.

Enclosures

R:M

RG104 E-235 Vol 494

O'R/eh

Government Facilities

July 23, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1939.

Superintendent, US Mint, Philadelphia, Pa.

Please send to San Francisco for their automatic scales 24 set screws for end knives 12 set screws for center knives.

M.M.O'Reilly,
Acting Director of the Mint.

July 23, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1939.

Superintendent, US Mint, Philadelphia, Pa.

Please forward to Denver 15 obverse dime dies and 10 pairs one cent dies.

M.M.O'Reilly,
Acting Director of the Mint.

RG104 E-235 Vol 494

July 25, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

There is inclosed a copy of a letter addressed to the Secretary of the Treasury, embodying our understanding of the conditions under which Cuban coinage is to be made at your Mint.

From the agreement, a copy of which was sent you some days ago, it is assumed that you understand the payment for the nickel which you are to purchase in the open market will be handled according to the instructions contained in that agreement. It is presumed that you will prefer to use the copper from your own supply and include in your account for the coinage the cost of such copper. This method is preferred by the Department to your purchasing in the open market.

Please do not do anything about the silver coinage until the silver is supplied to you or you are given definite instructions in regard to it.

It is hoped that the minor coinage for Cuba can be disposed of promptly in order that we may clear our presses for our own nickel coin when the dies are ready.

Very truly yours,

A. M. Brazil

Acting Director of the Mint.

Inclosure.
GVR/ch

RG104 E-235 Vol 494

July 26, 1938.

Mr. Daniel D. Mullin,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Receipt is acknowledged of your letter of July 15th, addressed to the Superintendent of Documents and forwarded by him to this Bureau, in which you request a copy of "General Instructions and Regulations in relation to the transaction of Business at the Mints and Assay Offices of the United States."

The "Instructions and Regulations" were never distributed to the public. They were intended for the use of the Mints and Assay Offices. In any case, the editions of this book are entirely exhausted. There will be no reprint as these Regulations are now being revised.

Very truly yours,

Director of the Mint.

/

RG104 E-235 Vol 494

July 26, 1938.

Superintendent, United States Mint, Philadelphia, Pa.
" " " " San Francisco, Calif.
" " " " Denver, Colo.
" U. S. Assay Office, New York, N. Y.
Assayer in Charge, U. S. Assay Office, Seattle, Wash.
" " " United States Mint, New Orleans, La.
Chief Clerk in Charge, U. S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Herewith please find an additional list of certain corporations, dated July 22, 1938, received from the office of the Assistant General Counsel of the Bureau of Internal Revenue. Please forward to this office your answer stating whether or not your institution has any claims against any of the listed concerns.

Yours truly,

Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 494

I M M E D I A T E

July 27, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1939

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVENUE TODAY JULY TWENTY-SEVENTH WITHOUT FAIL AT USUAL RATES EIGHT HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

July 29, 1938.

Superintendent,
U S Mint,
Philadelphia, Pa.

Dear Sir:

In reply to your letter of July 28, 1938, regarding checks due the estate of Charles P. Burns, late employee at your institution, who died May 27, 1937, the Civil Service Commission advises that the claim for retirement deductions due the deceased has been approved and that check should be received in a few days. Regarding salary due this employee at the time of his death, the records of the Bureau show that settlement was made in November 1937, in the amount of $28.38, and that the Chief Disbursing forwarded check for that amount to Mrs. Mary A. Burns, 3455 Jasper St., Philadelphia, Pa.

Very truly yours,

Director of the Mint.

P F

RG104 E-235 Vol 494

I M M E D I A T E

July 30, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY JULY THIRTIETH WITHOUT FAIL AT USUAL RATES THREE HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

August 1, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to my letter of July 25th, referring to a letter addressed by this Bureau to the Secretary of the Treasury under date of July 23rd. That letter embodied the amount of coinage to be executed at your Mint and the rates to be charged by you.

It is understood that you are now in receipt of a sufficient amount of silver to proceed with the coinage of pesos desired by the Cuban Government and this letter is authority for you to do so.

Very truly yours,

Director of the Mint.

RG104 E-235 Vol 494

August 2, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of August 1st, giving the cost of the three dies for bars for marksmanship, $15.00 each, and the cost of manufacturing the bars, as follows:

Expert.....	gold plate.....	$1.00 each
Sharpshooter...	silver*.....	.45 each
Marksman.....	bronze	.50 each

*Cost does not include metal required.

Will you please proceed with the preparation of the dies for these bars and forward to the Bureau for inspection and approval one strike in bronze of each type.

It is understood that the prices for the Expert and Marksman bars are all-inclusive and that the cost of the Sharpshooter bar, in silver, will be 45¢ plus the cost of the silver.

It may be, later, that we will be required to supply these bars to other branches of the Treasury and it is hoped that the estimates of costs are sufficient to fully remunerate you for the expense of making the bars for these organizations in the Treasury but outside of the Mint Service.

Very truly yours,

W. M. O'Reilly

Acting Director of the Mint.

WTE/eh

RG104 E-235 Vol 494

I M M E D I A T E

August 3, 1938.

Contingent Expenses, Office of the
Director of the Mint.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY AUGUST THIRD WITHOUT FAIL AT USUAL RATES FOUR HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

August 3, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

The Superintendent of the Mint at San Francisco has made request for 25 ounces of proof silver. Will you please cause this silver to be prepared and forwarded to the Mint at San Francisco.

Very truly yours,

Director of the Mint.

/

RG104 E-235 Vol 494

August 5, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

This Bureau is in receipt of your letter of August 3rd, inclosing a blueprint showing certain changes desired by you for the purpose of further safeguarding vaults in your Mint.

Your letter, together with the blueprint, has been approved and forwarded to the Procurement Division for the attention of Mr. Clark.

Very truly yours,

Acting Director of the Mint.

O'R/eh

RG104 E-235 Vol 494

August 6, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

Reference is made to your letter of August 5th, inclosing a corrected copy of the pamphlet entitled "Information relating to United States Coins and Medals".

Will you be kind enough to advise the Bureau why the medal number 36, Washington Bicentennial, on page 8 is crossed out and a Franklin D. Roosevelt medal inserted instead. The Mint is still permitted to sell copies of the Washington Bicentennial medal, as well as the Lindbergh medal and it is not clear why the Washington Bicentennial medal has been crossed out.

Page 6, giving the list of medals of Secretaries, includes that of Mr. Morgenthau. His name should be taken from the list as no medal has yet been made.

On page 4 it is stated that "No proof, pattern or experimental pieces are issued or sold." The word "proof" should be omitted as these coins are now sold, and a paragraph inserted to the effect that proof coins may be obtained upon application to the Superintendent, United States Mint, Philadelphia. It should also be stated that proof coins are made only at Philadelphia.

Will you give the Bureau the benefit of your opinion in regard to these changes?

Very truly yours,

Acting Director of the Mint.

O'R/ah

O'R/eh

Government Facilities

August 8, 1938.

Contingent Expenses, Office of the
Director of the Mint, 1938.

Superintendent, US Mint, Philadelphia, Pa.

Authorized to accept proposal Riverside Metals Company to supply your Mint 100 thousand pounds bronze blanks 39¼ cents pound this being lower of 2 bids received 3 asked understood this proposal carries option to purchase another 100 thousand pounds within 30 days.

M.M.O'Reilly,
Acting Director of the Mint.

OR

I M M E D I A T E

August 10, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

REVALUE TODAY AUGUST TENTH WITHOUT FAIL AT USUAL RATES EIGHT HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

F:d

RG104 E-235 Vol 494

RG104 E-235 Vol 494

August 10, 1938.

Mr. George J. Dewees,
2312 South Mildred Street,
Philadelphia, Pennsylvania.

Dear Mr. Dewees:

Receipt is acknowledged of your letter of August 3, 1938 relative to securing a position in the Mint service.

An application blank is enclosed which you may fill out and send to the Superintendent, United States Mint, Philadelphia, Pennsylvania. The employment of personnel at the Mint at Philadelphia is under his supervision.

Very truly yours,

Director of the Mint.

August 12, 1938.

Mr. Clarence R. Shook,
Chairman, Settlement Committee New York Assay Office,
% United States Mint,
Philadelphia, Pennsylvania.

Dear Sir;

Review of the reports and data of the 1938 Settlement Committee at the New York Assay Office shows differences as follows between the reports and the bookkeeper's statement. The following items on the bookkeeper's statement do not appear on the Settlement Committee's reports:

Gold Coin for melting (Superintendent) - -	$42,328.13
Foreign Bullion (presumably this is gold)-	11.41
Mutilated silver coin purchased as bullion	.12

The $42,328.13 item appears on a schedule "List of Values Under Joint Seal of Superintendent and Representative of the Director of the Mint", Settlement Committee's sheet #51. The other two items cannot be located or identified in any of the schedules or working papers inclosed with the reports. The bookkeeper's statement and Sheet #51 are inclosed for your use in reconciling the differences.

Form 1068 includes 657,578.09 ounces silver ($306,097.77) which apparently is also covered by Form 1068-A. An asset should only be included once in the reports therefore the silver, if it is a duplication of the silver reported on Form 1068-A as "In Cashier's Custody", should be eliminated from Form 1068. One copy of the Settlement Committee's reports on Form 1068-A is inclosed together with an amended Form 1068.

The bookkeeper's statement is in agreement with the monthly account current sent to this office. After satisfying yourself that the amounts in question were present at settlement, please have four copies of Form 1068 prepared per the amended form inclosed and forward them together with the inclosed copy of this letter and other inclosures to the other members of the Committee for verification and certification. All the papers should then be forwarded to this office and after the Superintendent of the New York Assay Office has certified the corrected forms a copy will be forwarded to you.

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Since copies of settlement sheets #1068 and 1068A accompany the account current to the General Accounting Office the data must be in agreement rather than inconsistent.

In connection with the general carrying out of the settlement instructions it is noted that there is no supporting data evidencing detailed count of the unclassified counter cash and paper currency, although statements signed by the cashier but neither checked nor initialed by a member of the Settlement Committee, are present. No mention is found in the working papers or elsewhere that the 271 bags of deposits division sweeps were viewed and counted. The instructions read "Committee members should initial all working papers, schedules, and recapitulations as to the work performed by them * * *" and "The Committee's report should also include all schedules and other working papers, including used sheets from memo books, if any (should be removed from books and labeled for identification), and additional pertinent data, * * *." These things are called to your attention for future guidance.

Very truly yours,

M M O'Reilly

Director of the Mint.

H:d F

Enclosures.

August 11, 1938.

Superintendent,
United States Mint,
Philadelphia, Pa.,

Dear Sir:

Enclosed herewith is letter from the General Accounting Office relative to the account of G.F.Allen, Chief Disbursing Officer, for the month of August 1937, covering transactions by the Philadelphia Regional Office, disbursing symbol 101-103 and collection symbol 891-807 in which the following apparent irregularities are noted:

Summary Statement of Disbursements and Collections by Appropriation Limitations (S.F.1095) shows a charge to appropriation 2071600 in the amount of $2,576.79, which charge is not broken down by limitations.

Summary Statement shows a credit to appropriation 2071600 in the amount of $6,313.33, which credit is not broken down by limitations.

In order that there may be a proper accounting by appropriations and limitations, it is requested that correct information in connection with the foregoing be submitted.

Yours very truly,

M. H. O'Reilly

encl.

Director of the Mint.

F:a F

I M M E D I A T E

August 17, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

ISSUE TODAY AUGUST SEVENTEENTH WITHOUT FAIL AT USUAL RATES FIVE HUNDRED THOUSAND
OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS
AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

M. M. O'REILLY
ACTING DIRECTOR OF THE MINT.

RG104 E-235 Vol 494

August 17, 1938.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Dear Sir:

In connection with the making of your annual report, will you please forward the usual illustrations of new designed coins executed during the past fiscal year together with descriptions of the designs thereof.

Very truly yours,

M. M. O'Reilly

Acting Director of the Mint.

Ed

RG104 E-235 Vol 494

I M M E D I A T E

August 23, 1938

Contingent Expenses, Office of the
Director of the Mint, 1939.

SUPERINTENDENT,
UNITED STATES MINT,
PHILADELPHIA, PENNSYLVANIA.

ENVALUE TODAY AUGUST TWENTY-THIRD WITHOUT FAIL AT USUAL RATES FOUR HUNDRED THOUSAND FINE OUNCES NEWLY MINED DOMESTIC SILVER BULLION WITH USUAL TREATMENT IN ACCOUNTS AND USUAL REPORT PROCEDURE FOR LIKE TRANSACTIONS.

NELLIE TAYLOE ROSS
DIRECTOR OF THE MINT.

H:d F

August 23, 1938.

The Pennsylvania RR Co.,
Broad St. Station,
Philadelphia, Pa.

Dear Sirs:

Your bill No. 2361858, $15.20, is returned with the information that traveler reports he traveled by coach from Philadelphia to Washington, DC, July 1, 1938, instead of by Pullman as indicated by the amount charged thereon opposite transportation request No. 108,291. Please correct voucher and return to this office for payment.

Very truly yours,

N. M. O'Reilly

Director of the Mint.

P T